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ABSTRACT

This SPEC KIT presents survey results and documents from 53 U.S. academic members of the Association of Research Libraries in 1990 who provided current information on student employment policies and practices. The survey results identify the following employment policies and practices: (1) funding sources and wages; (2) duties and rewards; (3) recruitment and hiring practices; and (4) supervisory, training, and evaluation methods. Issues and trends are also identified. Student library employment documents (e.g., supervisors' manuals, employees' handbooks, recruitment policies, and job descriptions) included in the kit were submitted by the universities of Alabama, Connecticut, Hawaii, Iowa, Kansas, Missouri (Columbia), Nebraska, New Mexico, Rochester, Southern California, Texas (Austin), and Washington, as well as Brigham Young University, Case Western Reserve University, Colorado State University, Indiana University, Iowa State University, Johns Hopkins University, Michigan State University, New York University, Princeton University, and Washington State University. A copy of the survey questionnaire and an analysis of the responses are included. (10 selected readings) (MAB)

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SPEC KIT

October 1990 OMS

Systems and Procedures Exchange Center

ISSN 0160-3582

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Student Employment Programs in ARL Libraries

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Kit 168

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STUDENT EMPLOYMENT PROGRAMS IN ARL LIBRARIES

INTRODUCTION

Student employees have long been fundamental to the operation of academic libraries. Because of depleted personnel budgets, work accomplished by student employees in many institutions has recently proved even more crucial in avoiding the reduction or elimination of essential services. The methods used to fund, hire, train, evaluate, and retain student workers continue as an important issue for library administrators.

Literature published during the past seven years verifies a trend toward increasing both the quantity and the quality of the work done by student employees. Although the student workforce is basically part-time and short-term and it may not receive enough attention to be fully utilized, libraries do encourage the development and use of written policies, procedures, and evaluations; careful advertising and recruitment; tailored job descriptions; and orientation programs.

Programs and procedures designed to organize the student workforce are also intended to demonstrate to both student and non-student staff that student jobs are a serious commitment. Nevertheless, student dependability continues to be a persistent problem. From either necessity or choice, jobs are often students' lowest priority. To allay this problem libraries not only need to establish organizational policies but also need to stress the importance of student employees and their job performance through setting goals and providing rewards and incentives.

SURVEY RESULTS

A Survey and Call for Documents was sent to the ninety-five American academic members of the Association of Research Libraries in 1990 seeking current information on student employment policies and practices.

Funding Sources and Wages. College work-study programs provide major sources of funding at 91% of the responding libraries. Funds appropriated by state legislatures are used at 60%. In addition many libraries receive funds from university or library budgets, from fee-based services such as photocopying, and from various grants and contracts. Some libraries also rely on unpaid or in-kind volunteer work, internships, and assistantships. A few institutions allow students to work off their library fines or accept workers who must provide community service as part of their probation.

Among the reporting institutions student employment budgets and FTE vary greatly during the year examined (FY 1898-1990). The highest total for student wages, or $1,309,733, represented 400 FTE and the lowest total ($116,940) represented 17 FTE. At least 13 institutions report that 20% or more of their student employees are not U.S. citizens. In at least five institutions, graduate students comprise 20% or more of the student workers.

Seventy percent of the responding libraries state that budgets are insufficient to meet student employment needs. A majority of the libraries have been able to adjust to mandated increases in minimum wages, and slightly less than half have maintained wages competitive with off-campus jobs. However such increases frequently result in a decline in the number of total student hours worked, with libraries stating that the increases in both minimum wages and rates competitive with off-campus wages put additional strains on already limited budgets.

Duties and Rewards. The need for adequate funding directly corresponds to the need for students to perform a wide variety of essential duties. Ninety-eight percent of the libraries report that students perform necessary work for which not enough non-student staff are available; the same percentage have students supplementing the work done by non-student staff. Ninety-four percent depend on students to keep service desks functioning in the absence of non-student staff, and 77% employ students to keep the building open in the absence of non-student staff. Libraries report unanimously that student employees complete such essential tasks as shelving and shelf maintenance, public service desk coverage, and clerical support. Other tasks performed by students in 70% or more of the responding institutions are: processing of books prior to shelving, mail handling, book repair or other conservation practices, preparation for and receipt of materials from commercial binders, and computer-based tasks other than word processing.

Because student workers are vital to the successful operation of the academic library, many institutions have established formal means in addition to merit increases in

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order to recognize their student employees. Recognition takes a number of forms: parties in celebration of the end of the term, holidays, or other special events; cards for special occasions such as birthdays; monetary and other distinctive awards; student of the month and/or year programs; Fall welcoming receptions; and articles in staff newsletters. In almost half of the responding libraries, the recognition activities are funded by the individual departments.

Recruitment and Hiring. Eighty-five percent of the responding institutions recruit student employees through referrals from a central office on the college campus. Seventy-seven percent use referrals from other staff, including students, in the recruitment process. Nearly half use general advertising, both on campus and within the library; an additional 21% accept walk-in applicants and recruit through job fairs and freshman assignment programs.

Student workers usually are interviewed and hired by the departmental student supervisor or, if there is no such student supervisor, by the department head. In some cases the department head interviews and hires even if there is a student supervisor. At other libraries the library personnel officer or other administrative staff do the hiring.

Seventy-seven percent of the responding libraries hire students at designated levels and pay rates based upon the experience needed to perform the job. At 87% of the libraries students do not receive any benefits.

The hiring levels range from entry level positions to positions virtually indistinguishable from full-time non-student staff jobs. Only 2% of the libraries always check student references. Slightly more than half sometimes check, and the remainder never check references before hiring.

Supervising, Training, and Evaluating. A wide range of staff serve as departmental student employee supervisors in academic libraries: professional librarians; library staff with bachelor or associate degrees or high school diplomas; and students themselves. Supervisors are usually trained by the individual department head or, occasionally, by the library personnel officer.

Documentation varies from institution to institution. Seventy-seven percent customarily include specific responsibilities for student supervisors in written job descriptions, and 55% have written job descriptions for student employees. Approximately 60% of the libraries lack general handbooks for either student employees or their supervisors. However institutions do provide a variety of different handouts and flyers that inform both students and supervisors about the library and the university in general. Specific information directly pertaining to university, state, and federal student employment policies and procedures is often issued by a central employment office on campus.

All of the reporting institutions are, in general, satisfied with the quality of work done by their student employees. Seventy percent formally evaluate student workers, with evaluation categories ranging from the quality and quantity of work produced to punctuality, absenteeism, and communications skills. In addition, supervisors and other library personnel at 89% of the libraries surveyed provide students with recommendations and job references, often based on the formal evaluations.

Although 81% of the libraries report that the institution of which their library is a component has an office that manages the general institutional student employment program, almost three-quarters of them note that this office does not provide orientation or other programs for student employees and/or student supervisors.

Seventy percent report that the library's personnel program for student employees is administered within the library itself by the library personnel officer or another senior administrator, with 68% of the programs including clerical support from administrative office staff. In 51% of the institutions the program administrator assists with cases of progressive discipline.

ISSUES AND TRENDS

Adequate financial support for student employment budgets is of major concern to libraries in American academic institutions. Cutbacks in funding from the federal government directly affect the number of work-study students available to work and the size of work-study grants. Inadequate funding from the federal government or other sources, coupled with increases in pay rates, results in an overall reduction in the number of hours of work that students can provide at a time when institutions report, for example, "we couldn't survive without student workers."

The current situation can only be exacerbated by underfunding in other personnel areas that results in cancellation of permanent positions, inability to fill permanent positions expeditiously, or reduced funding for non-student temporary staff. Each institution should decide for itself both philosophically and practically how it will proceed on issues such as the ratio of student to non-student staff or the extent to which students can be asked to assume responsibilities that, in more affluent times, would have been appropriately assigned to non-student staff.

Although the dichotomy persists between the value of student employees and the problems inherent in organizing and maintaining such a workforce, libraries and students reap mutual rewards. As far as students are concerned, they often prefer to work in the library rather than in other campus jobs. Employing students may fulfill part of the institution's academic mission and may also contribute to retention of students.

This flyer and kit were prepared by the Student Employment Task Force II at the Homer Babbidge Library, University of Connecticut/Storrs. Task Force members were: Lee Astin, Mary Bulmer, Norman Brown, Nancy Dutka, Madeleine Harrington, Nancy Kline (chair), Robin Lubatkin, and Carol Moulton. This Kit was prepared as part of the OMS Collaborative Research/Writing Program.

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SURVEY RESULTS

ASSOCIATION OF RESEARCH LIBRARIES
OFFICE OF MANAGEMENT SERVICES
1527 New Hampshire Avenue, N.W., Washington, D.C. 20036
202-232-8656 FAX 202-462-7849

TO: SPEC Liaisons

FROM: C. Brigid Welch, Program Officer for Information Services
Nancy M. Kline, Assistant to the Director of University Libraries, University of Connecticut

DATE: 1 November 1990

SUBJECT: SPEC Survey and Call for Documents - Student Employment Programs in Research Libraries

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SPEC Survey - Student Employment Programs in Research Libraries

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Name: _____ Title: _____

Institution/Library: _____

Telephone: _____ Date: _____

1. Does your library hire students as employees?
   _____ Yes If Yes, please go to question #2 and complete the rest of this questionnaire.
   _____ No Thank you for completing this questionnaire. Please turn to back page for return address.

2. All figures requested are for fiscal year 1989/90. If you supply figures from another time period, please indicate that time period.

a. Number of full-time equivalent (FTE) non-student staff _____

b. Number of full-time equivalent (FTE) student employees _____

c. Total expenditures for wages and salaries of non-student staff (excluding benefits)_____

d. Total expenditures for wages of student employees _____

e. Approximate percentage of student employees who are not U.S. citizens _____

f. Approximate percentage of student employees who are graduate students _____

3. Check all applicable funding sources for student employees. ENCLOSE COPIES OF ALL APPLICABLE PAY RATES.
   _____ College Work-Study Program
   _____ Funds appropriated by state legislature
   _____ Tuition funds
   _____ Student fees
   Other. (Please describe)

4. Are the total funds available to pay student employees adequate for your library's needs?
   _____ Yes
   _____ No If No, BRIEFLY DESCRIBE ANY MAJOR PROBLEMS.

5. Check all applicable comments about pay rates for student employees
   _____ Competitive with off-campus wages
   _____ Result in applications from students qualified for the range of jobs that need to be performed
   _____ Continue to increase in concert with minimum-wage increases

6. Check all applicable non-funded or in-kind sources of student employees
   _____ Assistantships
   _____ Volunteers
   _____ Interns
   _____ Course-required work
   _____ Work in lieu of expenses such as room or board
   Other. (Please describe.)

7. Check all reasonably successful methods of recruiting student employees
   _____ Referral from central office on campus
   _____ Off-campus advertising
   _____ General advertising on campus
   _____ General advertising within the library
   _____ Referrals from other staff, including students
   Other. (Please describe.)

8. Does your library conduct reference checks before it hires student employees? ENCLOSE COPIES OF ANY GUIDELINES OR POLICIES.
   _____ Always
   _____ Sometimes
   _____ Never

9. Does your library have different levels of student employees (e.g., Level 1 as entry level; Level 2 for some experience and/or special skills; Level 3 for extensive experience)?
   _____ Yes If Yes, ENCLOSE DESCRIPTIONS OF PAY LEVELS AND ACCOMPANYING RATES.
   _____ No

10. Check all applicable reasons for employing students
   _____ Supplement work done by non-student staff
   _____ Perform necessary work for which not enough non-student staff are available
   _____ Keep service desks functioning in absence of non-student staff
   _____ Keep building open in absence of non-student staff
   _____ Fulfill part of institution's academic mission
   Other. (Please describe.)

11. Do student employees receive any benefits?
   _____ Yes If Yes, ENCLOSE INFORMATION ABOUT TYPICAL BENEFITS.
   _____ No

12. Check all applicable categories of work done by student employees
_____ Public service desk work and/or telephone coverage
_____ Routine clerical work (filing, typing, word processing, photocopying, etc.)
_____ Non-routine clerical work (Secretarial, departmental administrative assistant, etc.)
_____ Computer-based tasks other than word processing (programming, complex data entry tasks, use or modification of data in on-line records systems including circulation systems, equipment repair, software installation, etc.)
_____ Cataloging (preliminary cataloging, cataloging with copy, etc.)
_____ Catalog card filing
_____ Processing of books prior to shelving (spine labels, book pockets, etc.)
_____ Book repair or other conservation practices
_____ Preparation for and receipt of materials from commercial binders
_____ Shelving and shelf maintenance (weeding, shelf-reading, shifting, etc.)
_____ Mail handling
_____ Facilities and non-automated equipment (monitoring, projecting, servicing, cleaning)
_____ Access to building or resources for people with disabilities or other special needs
_____ Supervision of other student employees
Other. (Please describe.)

13. Check all applicable methods of special rewards for student employees. ENCLOSE COPIES OF ANY GUIDELINES OR POLICIES.
_____ Parties at particular times (end-of-the term, holidays, etc.)
_____ Food packages for final examination periods
_____ Cards for particular occasions (birthdays, holidays, etc.)
_____ Distinctive awards (certificates of merit, special honors, etc.)
_____ Monetary rewards (bonuses, gift certificates, etc.)
Other. (Please describe.)

14. If your library gives special rewards, who funds the rewards? (check all that apply)
_____ Library administration
_____ Individual department
_____ Individual student supervisor
Other. (Please describe.)

15. Does your library conduct evaluations of its student employees?
_____ Yes If Yes, ENCLOSE COPIES OF ANY STANDARD FORMS USED.
_____ No

16. Does your library provide recommendations or references for its student employees?
_____ Yes If Yes, DESCRIBE WHO PROVIDES REQUESTED INFORMATION AND ANY RESTRICTIONS THAT MAY APPLY.
_____ No

17. Check those primarily responsible for providing orientation to the library for new student employees. ENCLOSE DESCRIPTION OF ORIENTATION, INCLUDING ANY HANDOUTS.
_____ Library personnel officer and/or other administrative office staff
_____ Individual department head (i.e., department has no separate supervisor for student employees)
_____ Departmental student employee supervisor other than department head
_____ No orientation is provided

18. Check the category of person primarily responsible for providing job training for student employees.
    _____ Library personnel officer and/or administrative office staff
    _____ Individual department head (i.e., department has no separate supervisor for student employees)
    _____ Departmental student employee supervisor other than department head

19. Does your library have written job descriptions for its student employees?
    _____ Yes If Yes, ENCLOSE GENERIC OR SAMPLE JOB DESCRIPTIONS
    _____ No

20. Does your library have a general handbook for its student employees?
    _____ Yes If Yes, ENCLOSE COPY
    _____ No

21. Check the appropriate administrative level that has the primary responsibility for interviewing and hiring student employees
    _____ Library personnel officer and/or other administrative office staff
    _____ Individual department head, where department does not have separate supervisor for student employees
    _____ Individual department head, where department has separate supervisor for student employees
    _____ Departmental student employee supervisor
    Other. (Please describe.)

22. Check all applicable levels of staff who can be officially designated as a departmental student employee supervisor
    _____ Librarians with less than two years of professional experience
    _____ Librarians with two years or more years of professional experience
    _____ Library staff with bachelors' degrees and less than two years of relevant work experience
    _____ Library staff with bachelors' degrees and two or more years of relevant work experience
    _____ Library staff with associates' or high school degrees and less than two years of relevant work experience
    _____ Library staff with associates' or high school degrees and two years or more years of relevant work experience
    _____ Student staff with less than two years of relevant work experience
    _____ Student staff with two years or more years of relevant work experience
    Other. (Please describe.)

23. Are the specific responsibilities expected of those officially designated as student employee supervisors customarily included in their written job descriptions?
    _____ Yes
    _____ No

24. Check the category of person primarily responsible for providing job training for supervisors of student employees.
    _____ Library personnel officer and/or other administrative office staff
    _____ Individual department head
    Other. (Please describe)

25. Does your library have a general handbook for its supervisors of student employees?
    _____ Yes If Yes, ENCLOSE COPY
    _____ No

26. Do your department heads or individual student supervisors prepare budget requests for their anticipated needs for student employees?
    _____ Yes If Yes, ENCLOSE COPY OF TYPICAL REQUEST FORM AND INSTRUCTIONS
    _____ No

27. Do your department heads or individual student supervisors prepare documents that report annual student employment expenditures and/or work done by student employees?
    _____ Yes If Yes, ENCLOSE COPY OF TYPICAL REPORT
    _____ No

28. Does the institution of which your library is a component have an office that manages the general institutional student employment program?
    _____ Yes If Yes, please answer question #29.
    _____ No If No, please go to question #30.

29. If your parent institution has an office that manages the general institutional student employment program, does that office offer orientation or other programs for student employees and/or student supervisors?
    _____ Yes
    _____ No

30. In general, is your library satisfied with the quality of work done by its student employees?
    _____ Yes
    _____ No (Please explain.)

31. Check all applicable characteristics that describe your library with respect to an organized personnel program for student employees.
    _____ Program is administered by library personnel officer or other senior administrator
    _____ Program includes clerical support from administrative office staff
    _____ Program includes review and/or assistance from relevant staff committee
    _____ Program administrator assists with cases of progressive discipline
    _____ Program includes distribution to first-line supervisors of relevant articles appearing in current publications

COMMENTS:

Thank you for completing this questionnaire. Please return your completed questionnaire and accompanying documents by December 8, 1990 to: Student Employment Program, Nancy M. Kline, Assistant to the Director of University Libraries, Homer Babbidge Library, U-5A, 369 Fairfield Road, Storrs, CT 06269-1005. If you have any questions about the survey, please feel free to contact Nancy Kline at 203-486-2219.

INSTITUTION	# FTE NS	# FTE S	WAGES NON-S	WAGES STU	%S NOT US	% S GRAD
Alabama	108.00	41.00	2,389,133	319,086	8	
Brigham Young	140.00	400.00	3,259,761	1,309,733	20	10
California, Davis	262.00	57.50	7,601,134	598,828	16	
California, Riverside	127.50	48.75	3,383,882	504,346		
California, Santa Barb	200.00	140.00	5,600,000	785,000	5	5 to 10
Case Western Reserve	69.00	12.18	1,740,391	123,238	28	22
Colorado	164.00	59.00	4,268,520	560,511	minimal	minimal
Colorado State	119.00	24.00	2,718,551	272,480	3 to 4	5 to 7
Columbia/1	311.00	123.00	5,142,198	1,093,036	20 to 25	20 to 25
Connecticut	114.00	44.00	3,662,697	385,816		
Cornell	456.00	106.00	11,142,457	770,938	10	10
Dartmouth	146.50	28.00	3,647,422	139,914		
Georgetown	99.00	42.00	2,384,406	422,243	10	8
Hawaii	166.00	66.00	4,706,612	669,246	20	12
Howard	214.00	69.00	5,495,493	321,025	30	2
Illinois	415.00	117.00	9,007,585	954,300		
Indiana/2						
Iowa	204.00	55.00	5,061,032	401,512	10	
Iowa State	162.00	60.00	3,818,441	469,962	38	2
Johns Hopkins/3	143.00	31.00		261,974	2	2
Kansas/4	226.00	107.00	5,124,398	848,211	15	5
Kent	127.00	64.00	3,515,207	445,004	below 5	below 5
Kentucky	105.00	43.00	1,477,151	421,990	1	1
Louisiana State	146.00	63.00	2,294,474	323,059		
Massachusetts/5						
MA Institute of Tech	217.00	28.00	5,201,603	324,014	25	15
Miami	201.00	48.00	4,218,497	464,152	33	8
Michigan State	207.00	122.00	5,415,204	1,210,458	below 1	below 5
Missouri	146.00	51.00	3,397,752	398,493		
Nebraska	155.00	46.00	3,143,364	348,484	11	
New Mexico	243.00	94.00	5,376,630	934,394	1	30
New York University	220.00	56.00	5,248,576	597,538	5	2
North Carolina/6	247.50	70.00	5,593,425	416,204		
Northwestern	251.00	91.35	6,519,477	934,182		2
Notre Dame	112.00	32.00	1,562,299	195,501	5	5
Oklahoma	53.00	48.00	790,409	517,901	50	10
Princeton	332.58	50.13	8,667,105	411,558		
Purdue	207.00	59.00	4,067,071	264,999	8 to 10	8 to 10
Rice/7	120.00	25.00				
Rochester	76.50	43.00	2,459,098	283,737		
Southern California	200.00	73.00	5,125,316	794,300	26	12
Southern Illinois	128.00	83.00	2,234,106	380,000	30	5
Syracuse	201.00	45.00	3,849,833	429,460		
Tennessee	193.50	44.70	3,606,392	371,166	below 1	
Texas	325.00	65.00	4,688,075	747,133	4	3
Tulane	110.00	17.00	2,065,939	116,940	2	8
Utah	162.00	58.00	2,921,548	541,153	23	
Vanderbilt	233.00	70.00	5,030,999	382,973	15	45
Virginia	294.00	76.00	6,836,091	782,465		
Washington	361.00	125.00	8,849,050	1,175,971		
Washington, St. Louis	211.00	46.70	4,278,772	321,631	25	1
Washington State	160.00	46.12	3,573,446	475,485	10 to 15	minimal
Yale	621.00	83.00	12,094,500	1,208,500	17	25
TOTALS	10,212.08	3,560.43	224,255,522	27,426,244		
AVERAGES	200.24	69.81	4,576,643	548,525		

[1]Excluding Law. [2] Combined # FTE non-student and student, 128.4; combined wages and salaries for non-student and student, $728,971. [3] Wages for non-student not provided. [4] Includes Law and Medical. [5] Figures provided for 1988/89; # FTE non-student staff, 162; # FTE student employees, 42; total wages and salaries for non-student staff, $4,824,278; total wages of student employees, $385,549. [6] # FTE student, excludes work-study; wages for students, excludes work-study and salaried graduate assistants. [7] Figures currently unavailable.

Responses to the SPEC Survey
on Student Employment Programs in Research Libraries*

Question 3: Check all applicable funding sources for student employees.

91% College Work-Study Program
60% Funds appropriated by state legislature
19% Tuition funds
8% Student fees
49% Other

Question 4: Are the total funds available to pay student employees adequate for your library's needs?

70% No
26% Yes

Question 5: Check all applicable comments about pay rates for student employees

87% Continue to increase in concert with minimum-wage increases
60% Result in applications from students qualified for the range of jobs that need to be performed
45% Competitive with off-campus wages

Question 6: Check all applicable non-funded or in-kind sources of student employees

26% Interns
15% Assistantships
11% Volunteers
9% Course-required work
0% Work in lieu of expenses such as room or board
11% Other

Question 7: Check all reasonably successful methods of recruiting student employees

85% Referral from central office on campus
77% Referrals from other staff, including students
55% General advertising on campus
49% General advertising within the library
4% Off-campus advertising
21% Other

Question 8: Does your library conduct reference checks before it hires student employees?

55% Sometimes
43% Never
2% Always

Question 9: Does your library have different levels of student employees (e.g., Level 1 as entry level; Level 2 for some experience and/or special skills; Level 3 for extensive experience)?

77% Yes
23% No

*(Except for Question 29, percentages are based on the total possible response from all 53 institutions. Except for the category of "Other," items within each question have been reordered by percentage, from highest to lowest.)

Question 23: Are the specific responsibilities expected of those officially designated as student employee supervisors customarily included in their written job descriptions?

77% Yes
21% No

Question 24: Check the category of person primarily responsible for providing job training for supervisors of student employees.

77% Individual department head
28% Library personnel officer and/or other administrative office staff
9% Other

Question 25: Does your library have a general handbook for its supervisors of student employees?

64% No
34% Yes

Question 26: Do your department heads or individual student supervisors prepare budget requests for their anticipated needs for student employees?

74% Yes
25% No

Question 27: Do your department heads or individual student supervisors prepare documents that report annual student employment expenditures and/or work done by student employees?

79% No
21% Yes

Question 28: Does the institution of which your library is a component have an office that manages the general institutional student employment program?

81% Yes
19% No

Question 29: If your parent institution has an office that manages the general institutional student employment program, does that office offer orientation or other programs for student employees and/or student supervisors?

72% No
28% Yes

Question 30: In general, is your library satisfied with the quality of work done by its student employees?

100% Yes

Question 31: Check all applicable characteristics that describe your library with respect to an organized personnel program for student employees

70% Program is administered by library personnel officer or other senior administrator
68% Program includes clerical support from administrative office staff
51% Program administrator assists with cases of progressive discipline
23% Program includes review and/or assistance from relevant staff committee
15% Program includes distribution to first-line supervisors of relevant articles appearing in current publications

Question 10: Check all applicable reasons for employing students

98% Supplement work done by non-student staff
98% Perform necessary work for which not enough non-student staff are available
94% Keep service desks functioning in absence of non-student staff
77% Keep building open in absence of non-student staff
42% Fulfill part of institution's academic mission
2% Other

Question 11: Do student employees receive any benefits?

87% No
13% Yes

Question 12: Check all applicable categories of work done by student employees

100% Public service desk work and/or telephone coverage
100% Routine clerical work (filing, typing, word processing, photocopying, etc.)
100% Shelving and shelf maintenance (weeding, shelf-reading, shifting, etc.)
92% Processing of books prior to shelving (spine labels, book pockets, etc.)
75% Mail handling
74% Book repair or other conservation practices
72% Preparation for and receipt of materials from commercial binders
70% Computer-based tasks other than word processing (programming, complex data entry tasks, use or modification of data in on-line records systems including circulation systems, equipment repair, software installation, etc.)
60% Catalog card filing
55% Facilities and non-automated equipment (monitoring, projecting, servicing, cleaning)
49% Non-routine clerical work (Secretarial, departmental administrative assistant, etc.)
45% Supervision of other student employees
38% Cataloging (preliminary cataloging, cataloging with copy, etc.)
23% Access to building or resources for people with disabilities or other special needs
4% Other

Question 13: Check all applicable methods of special rewards for student employees.

72% Parties at particular times (end-of-the term, holidays, etc.)
21% Cards for particular occasions (birthdays, holidays, etc.)
19% Monetary rewards (bonuses, gift certificates, etc.)
17% Distinctive awards (certificates of merit, special honors, etc.)
6% Food packages for final examination periods
19% Other

Question 14: If your library gives special rewards, who funds the rewards? (check all that apply)

49% Individual department
25% Individual student supervisor
19% Library administration
17% Other

Question 15: Does your library conduct evaluations of its student employees?

70% Yes
28% No

Question 16: Does your library provide recommendations or references for its student employees?

89% Yes
11% No

Question 17: Check those primarily responsible for providing orientation to the library for new student employees.

79% Departmental student employee supervisor other than department head
64% Individual department head (i.e., department has no separate supervisor for student employees)
34% Library personnel officer and/or other administrative office staff
2% No orientation is provided

Question 18: Check the category of person primarily responsible for providing job training for student employees.

85% Departmental student employee supervisor other than department head
57% Individual department head (i.e., department has no separate supervisor for student employees)
8% Library personnel officer and/or administrative office staff

Question 19: Does your library have written job descriptions for its student employees?

55% Yes
45% No

Question 20: Does your library have a general handbook for its student employees?

58% No
40% Yes

Question 21: Check the appropriate administrative level that has the primary responsibility for interviewing and hiring student employees

75% Departmental student employee supervisor
51% Individual department head, where department does not have separate supervisor for student employees
28% Library personnel officer and/or other administrative office staff
21% Individual department head, where department has separate supervisor for student employees
0% Other

Question 22: Check all applicable levels of staff who can be officially designated as a departmental student employee supervisor

100% Librarians with two years or more years of professional experience
98% Librarians with less than two years of professional experience
98% Library staff with bachelors' degrees and less than two years of relevant work experience
98% Library staff with bachelors' degrees and two or more years of relevant work experience
87% Library staff with associates' or high school degrees and less than two years of relevant work experience
87% Library staff with associates' or high school degrees and two years or more years of relevant work experience
43% Student staff with two years or more years of relevant work experience
32% Student staff with less than two years of relevant work experience
0% Other

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5/31/89

STUDENT EMPLOYMENT

AT THE

UNIVERSITY OF SOUTHERN CALIFORNIA CENTRAL LIBRARY SYSTEM

FALL 1990 – SPRING 1991

Doheny Library,
University of Southern California,
Los Angeles, California

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PREFACE

1. The purpose of this manual is to provide student assistants and the University of Southern California Central Library System staff and faculty with information regarding policies and procedures affecting student employment. The information is based upon University regulations and the policies and procedures of the Central Library System. Individual Units are expected to provide students within their areas with information regarding policies and procedures directly applicable to that unit.

2. The University of Southern California employs students in an effort to provide them with financial assistance and work experience. In addition, it allows departments to gain more flexible staffing arrangements and, to some extent, provides savings in salaries and fringe benefits.

3. It is our intent to provide information regarding hiring, paying, and terminating student assistants, in order to promote a better understanding of policies and procedures regarding student employment within the University of Southern California Central Library System. The information provided in this manual should serve as a general guideline to be followed by students, staff, and faculty for most student employment issues.

Any questions, comments, or suggestions are welcome.

THE LIBRARIES OF THE UNIVERSITY OF SOUTHERN CALIFORNIA

The University of Southern California Library system includes the Doheny Memorial Library, which houses the general collection, and central processing services, as well as specialized subject libraries located throughout the campus. These libraries are:

Libraries Located in Doheny	Libraries Not in Doheny
Boeckmann Center	Architecture & Fine Arts
Cinema Library	Business Administration
Government Documents	Education Library
Inter-Library Loan	Gerontology Library
Music Library	Hancock Library
Periodicals	Library Satellites
Reference	Philosophy Library
Special Collections	Science Library
	Social Work Library
	VonKleinsmid Library
	Arnold Schoenberg Archives

The Independent Libraries include: the Dental Library, the Law Library, the Medical Library, and the Safety & Systems Management Library.

For more information and details regarding USC Libraries, please see the Librarian at the information desk on the first floor of Doheny Memorial Library.

RECRUITMENT

During the academic year, the library has two major recruiting periods. The first occurs during the fall semester, and the second, during the spring semester.

While not considered active recruitment periods, summer and holiday hiring do occur within the Library System.

LISTING STUDENT POSITIONS

Adhering to the following procedures will ensure the greatest efficiency with which student assistants can be effectively and properly recruited. The procedures are as follows:

1. Approximately one month prior to the beginning of each semester, the Library Personnel Office (LPO) sends a memo to Library Department Heads and Branch Library Heads, along with a requisition form (Exhibit A), asking supervisors to indicate their need for student assistant help.

   The requisition includes:

   a. Number of students needed

   b. Type of student (Workstudy or Regular)

   c. Pay rate

   d. Time available for interviewing

   e. Number of student hours per week

   f. Name of student supervisor

   g. Name of interviewer

   h. Date students are needed

   i. Additional remarks or comments

   j. Hours students are to work each day

   k. Duties students are to perform

   l. Skills required to perform the duties

   m. Supervisor's signature

   n. Department Head's signature

Providing complete information on the requisition form is important, because it ensures that the students referred are those who most closely meet the qualifications indicated on the requisition. Extra requisition forms can be picked up in the LPO. Students will not be recruited for the department unless a requisition form has been completed and submitted to the LPO.

2. After receiving all requisitions from the units, the LPO determines the total number of workstudy and regular student positions requested. Because all workstudy positions are subject to the approval of the Financial Aid Office, Library Personnel then submits a Job Request form, for the number of workstudy openings needed. Job requests are usually approved within 2 to 3 days.

3. Advertisements announcing student assistant openings are placed in the Daily Trojan, (Exhibit B); announcements are posted in various campus locations and in the Financial Aid Student Information System (SIS).

4. If necessary, a Job Fair is held in front of Doheny Library at the beginning of the semester. The purpose of the Job Fair is to assist departments in generating a more rapid turnaround time for interviewing and hiring students.

The Job Fair provides a central time and location for all departments in need of student assistants, to participate in student recruitment and hiring. This allows for better communication between the LPO and the hiring supervisors, which streamlines the recruitment and hiring process.

PROCEDURES:

1. The LPO determines the location and dates of the Job Fair.

2. Departments' hiring supervisors inform the Library Personnel Office of the dates and times they wish to participate.

3. The Job Fair is advertised in the Daily Trojan, through Financial Aid and the Student Employment Office, and on kiosks throughout the campus.

4. Library Personnel makes arrangements.
   - Room set-up
   - Job Announcements
   - Preparation of forms (applications, I-9 forms, W-4 forms etc.)

5. The Employment Coordinator screens applicants for eligibility, informing them of policies and requirements necessary to complete the employment process.

6. A Library Personnel Representative screens students, making individual referrals to department supervisors for a more detailed interview.

7. Students cannot begin working until the required documents have been submitted to and approved by the LPO. The Employment Coordinator will issue an Approval To Work form to those students who have met the requirements authorizing them to begin work.

HIRING PROCEDURES

Before a student can be hired, the following forms and documents must be completed by the student before he/she can begin work:

1. Completed job application (Exhibit C),

2. Employment Eligibility Verification form (I-9)
   a) Social Security Card and Driver's License (US citizens)
   b) Passport, Visa, and Social Security Card (Nonresident Aliens)
   c) Resident Alien Card, and Social Security Card (Resident Aliens)

4. Employee's Withholding Allowance Certificate, form W-4 (US Citizens, Resident Aliens, and Nonresident Aliens not claiming exempt.)

5. Exemption From Withholding on Compensation for Independent Personal Services of a Nonresident Alien Individual, form 8233 (Nonresident Aliens from tax treaty countries, claiming exempt.)

6. Employee's Withholding Allowance Certificate (State), form DE4 (Employees filing form 8233, or wishing to change State exemptions.)

7. Alien Questionnaire (All Nonresident Aliens)
   Must also present a work permit from the Office of International Student Scholars (OISS)

Items 2-7 may not be necessary if the student works for, or has recently worked for, another University Department. Students wishing to have their Home Department changed should see the Employment Coordinator.

HIRING POLICIES

The University of Southern California Central Library System employs USC students on a part-time basis to fulfill it's need for maintaining efficient service to students, faculty, staff, and the general public.

The Library tries to employ as many College Workstudy students as possible for the following reasons:

1. The students are provided employment through which, they can utilize their CWSP award.

2. The University Library (e.g. the Unit) is only responsible for paying 50% of the student's income, the remainder is paid from the CWSP award. This lightens the wage burden on Unit budgets allowing more flexibility in the number of students hired.

If College Workstudy students are not available, the library will hire as many regular students as allowed by the budget. Regular students are paid 100% from the Library student wage budget.

Occasionally, the Library will hire a student from another campus on an internship program. The non-USC student must meet certain criteria, such as being enrolled in a Graduate Library Science program at an accredited school. He or she must also be a full-time student. Arrangements for the internship must be approved by the LPO and the University Payroll office, before the student is allowed to begin working.

CLASSIFICATION AND WAGES

Student positions are classified according to four levels:

Level One (1) - generally requires no previous experience or education. Students in these positions have limited responsibility and are under close supervision.

Level Two (2) - requires job related experience or education. Students work independently and are under moderate supervision. They may direct the work of other student employees performing routine assignments.

Level Three (3) - requires job related experience or education. Students work independently, are under limited supervision, and are involved in training and supervising other student employees.

Level Four (4) - requires specialized skills: extensive knowledge, experience, and/or a unique ability in a particular area.

These guidelines should be considered in determining the Hourly Rate of pay for the newly hired and/or returning students. Please see Exhibit D for details.

Students are paid every two weeks according to a schedule (Exhibit E) set by the University Payroll Office. If payday falls on a holiday, checks will be issued on the last working day preceding the regularly scheduled pay date.

TIME CARDS

1) A newly hired student assistant will receive his/her time card from the LPO, once all the necessary requirements have been met.

2) Time cards for student assistants must be submitted every other Thursday by 12:00 noon to the LPO (see Exhibit E for schedule). New student assistant time cards may be picked up on Wednesday morning after 9:00 a.m.. If a time card is missing, or you have received a timecard for a student who no longer works with you, please inform the Employment Coordinator immediately.

3) If your department does not have a time clock, the attached time conversion sheet (Exhibit F) may be helpful for completing and totaling the time card.

4) The total number of hours worked during the two-week period must be calculated and entered on the time card by the student. In order to ensure proper payment, it is imperative that calculations are both accurate, complete and verified by the supervisor.

5) Each time card must be signed by both the supervisor and the student. The supervisor's signature ensures that the time cards have been inspected for any adjustments or corrections. Any corrections or adjustments on the time cards must be initialed by the supervisor, or the corrections may be disregarded. Please refer to the attached sample of a correctly prepared time card (Exhibit G).

6) Time cards must be completed in ink only.

CWSP FUNDING

Once the student's award has been depleted, the Unit will be responsible for 100% of the students income. It is the supervisors responsibility to determine whether or not a student who has depleted his/her award should continue employment. In addition, it is the responsibility of the College Workstudy Student and his/her immediate supervisor, to notify the LPO of additional funding granted.

PAY INCREASES

1. Pay increases for student assistants must be submitted to the Employment Coordinator in writing, and must be signed by the appropriate Unit Head or supervisor.

2. As a recommended standard, pay increases should not exceed $0.25 per hour increments.

3. Pay increases should always take effect at the beginning of a payroll period (the first day on the time card).

PERFORMANCE EXPECTATIONS

1. SUPERVISOR: One person should be named as the student's immediate supervisor who should be directly accountable for the proper execution of student employment procedures, and for evaluating the student's performance.

2. WORK SCHEDULES: Once a work schedule has been agreed upon, the student is expected to be punctual, and satisfy all reasonable requirements of the employer with regard to performance and behavior standards on the job. The student must notify the supervisor in advance if he/she is unable to work on a given day. Repeated schedule changes or absences may result in termination.

3. HOURS WORKED: During the academic year, CWSP students may not work more than 20 hours in any one week. A CWSP student employed in two different departments may not exceed a combined total of 20 hours for both departments. There are no minimum hours required by the University. CWSP Students may work up to 40.0 hours per week during semester breaks and summer session. Regular students may work up to 40 hours per week at all times, at the department's discretion. Each student is entitled to a 15 minute break for every 4 hours worked, or a 30 minute break for 6-8 consecutive hours worked.

4. CHANGES IN STATUS: The LPO must be notified in writing, of all name, address, telephone number, and emergency information changes. Correct addresses must be kept on file even after termination to ensure that the student will receive his/her W-2 in January.

5. STUDENT EVALUATIONS: The student should be given an evaluation of his/her performance at least once every semester (see Exhibit H). Evaluations will be kept in the student personnel file.

RESIGNATION/TERMINATION

1. RESIGNATION: Student employees are expected to give notice of resignation, at least two weeks in advance, unless otherwise arranged with his/her supervisor.

2. LAYOFFS: If a layoff becomes necessary, the student must be given written notice at least two weeks in advance. Once notified, students should be advised to contact the Employment Coordinator as soon as possible.

3. TERMINATION OTHER THAN LAYOFF: A student should be counseled by his/her immediate supervisor if performance or behavior on the job is unsatisfactory. If improvement is insufficient, the student should be given written warning, outlining the areas of performance that must be improved, as well as the time period in which the student is expected to make the improvements. The student should also be reminded that the improvements must be sustained in order to continue employment within the Central Library System. If performance or behavior does not improve, the student may be terminated at the supervisor's discretion. The reasons for termination should be documented, and copies should be given to the student, and the Employment Coordinator. The Library Personnel Office encourages supervisors to discuss possible terminations with the appropriate AUL prior to the actual termination.

4. LOSS OF STUDENT STATUS: a student's employment may be terminated if he/she ceases to maintain an active student standing with the Office of the University Registrar.

5. In any of the cases described above, the supervisor should complete and submit a termination notice (Exhibit I) to the Employment Coordinator, as soon as possible to ensure accurate personnel records.

CIRCULATION & PATRON DATA BASE POLICY

The University Central Library System faculty, staff, and students assume major responsibilities when granted access to any of the Library data bases. The primary responsibilities are:

1. Guaranteeing the privacy of our patrons. No information regarding the patron or the materials checked out to the patron may be divulged.

2. Maintaining as clean and accurate a data base as possible. The following actions are prohibited by Library Policy:

   a. adding "unofficial" notes to GEAC records,
   b. extending library card expiration beyond official dates,
   c. extending borrowing privileges beyond those normally given to the user,
   d. creating nonexistent or false records, or
   e. otherwise altering a record with misinformation.

Data base records are monitored on a regular basis. Any violation of Library Policy will result in immediate dismissal. In addition, a report will be made to the Dean of Students for further review and possible disciplinary action as a result of University Policies regarding data base tampering.

GRIEVANCE PROCEDURES

The following steps must be followed when presenting a formal grievance:

1. The student assistant must describe the problem in writing and submit it to his/her immediate supervisor. Upon receipt of the complaint, the supervisor should respond in writing within a reasonable timeframe, normally five working days.

2. If the problem is not resolved, the student assistant may take the complaint to the next supervisory level. Again, this should be documented. A written response from that supervisor should follow.

3. If the grievance is still not resolved, the Assistant/Associate University Librarian for the unit involved should be notified in writing by the student. The AUL will meet with the student and his or her immediate supervisor to discuss the situation in the hope of resolving the problem.

4. If the problem has still not been satisfactorily resolved, the Personnel Manager, should be notified. The Personnel Manager will then meet with the AUL, the student's supervisors, and the student. A decision will be made, and the student will be notified in writing.

NOTE: The Central Library System encourages open discussion between supervisors and all employees in order to resolve problems quickly and easily. Only when discussions within the unit chain of command have failed, should the above procedure be implemented.

DEFINITIONS

PS-100 - (Personnel Status Form)-Used to establish or change a personnel record on the Payroll System.

PA-1 - (Pay Authorization)-Used to establish or change funding information, (e.g. rate, account #, etc.)

DPA - (Department Pay Authorization)-Substituted for a PA-1 when the employee's Home Department is not the University Library.

PCR - (Payroll Check Request)-Used to request a hand drawn check for payments irregular to the normal payroll.

I-9 - (Employment Eligibility Verification Form)-Used to verify that the employee has the legal right to work in the United States.

CWSP - (College Work-Study Program)-Federally funded program which awards financial assistance to qualified students by funding 50% of the student's income.

ISWOP - (International Student Work Opportunity Program) Similar to CWSP for qualified International Students not eligible for CWSP. Students must apply through the Office of International Students and Scholars.

NRA - (Non-Resident Alien)-A foreign student who is neither a citizen nor a permanent resident of the United States.

RA - (Resident Alien)-A student from another country who has Permanent Resident status in the United States.

FREQUENTLY ASKED QUESTIONS AND ANSWERS

Q. Can a student work more than 20 hours a week if he/she has college workstudy?

A. Only in the summer or during holiday breaks.

Q. When are timecards submitted?

A. Timecards are to be completed and submitted to the LPO every other Thursday by 12:00 noon, and/or as per the schedule provided by the LPO.

Q. Can a student use his/her Fall or Spring workstudy award in the Summer?

A. No, Fall & Spring awards can not be used during the Summer. A specific Summer workstudy award should be applied for.

Q. Does College Workstudy carry over form one year to the next?

A. No, funds not used for the award year are lost and can not be carried over into the following year.

Q. Can a Non-Workstudy student work more than 20 hours during the regular semester?

A. A non-workstudy student may work up to 40 hours per week, if work does not interfere with his/her classes. Generally, it is not advisable to allow any student to work more than 20 hours per week on a regular basis.

Q. Why do some students receive their paychecks in a department other than the University Library?

A. If the student works for, or has worked for, another University department, recognized by Payroll as the "Home Department", all payroll transactions, including paychecks, must go through that department.

Q. Can a student work for more than one Library Department, or other Departments on campus?

A. Yes, students may work for more than one library or in another department on campus, but the guidelines governing hours worked must still be adhered to.

Q. Should a student worker be terminated for the Summer if he/she is going to return in the Fall?

A. Yes, the LPO must be notified if a student is not expected to work for any extended period of time.

Q. When is a student allowed to begin work?

A. A student may only begin work after obtaining an Approval to Work form from the Employment Coordinator.

Q. What is the minimum wage for student assistants?

A. As of July 1, 1988, the minimum wage is $4.25. (See Pay Scale Exhibit D)

EXHIBIT A

THE UNIVERSITY LIBRARY

STUDENT PERSONNEL REQUISITION

To: Library Administration: Personnel

From: _____ (Name) _____ (Department) _____ (Extension)

Number of Students Needed _____ Work Study Students ___ Regular Students ___ Will Accept Either ___

Original Request ( ) Replacement ( )*

Rate of Pay: _____

Number of Hours/Week: _____

Supervisor: _____

Interviewer: _____

Date Needed: _____

Day and Hours Needed:

	Morning	Afternoon	Evening
Sunday	___	___	___
Monday	___	___	___
Tuesday	___	___	___
Wednesday	___	___	___
Thursday	___	___	___
Friday	___	___	___
Saturday	___	___	___

Duties (Be Specific):

_____

_____

_____

_____

_____

_____

_____

Skills Required:

_____

_____

_____

_____
Supervisor's Signature

_____
Department Head Signature

* Notice of Termination must accompany this form for student replacement.

PERSONNEL OFFICE USE ONLY:

Date	Name	Appt Date/Time	Int	Hired	Reg	WS
		/	( )	( )	( )	( )
		/	( )	( )	( )	( )
		/	( )	( )	( )	( )
		/	( )	( )	( )	( )

WANTED!!!

Student Workers

VARIOUS FALL POSITIONS AVAILABLE WITH

The University Libraries

WORK-STUDY PREFERRED IN MOST CASES
APPLY TO -- DOUGLAS J. MILLER
LIBRARY PERSONNEL
DOHENY MEMORIAL LIBRARY, ROOM 326
(213) 743-7452
AA/EOE

UNIVERSITY LIBRARY

STUDENT ASSISTANT APPLICATION

Today's Date: _____ Availability Date: _____

Name: _____ Telephone number: _____
(Last) (First) (Middle) Best time to call: _____

Address: _____
(Local or Campus) (Street) (City) (State) (Zip)

Address: _____
(Permanent) (Street) (City) (State) (Zip)

EMERGENCY INFORMATION:

_____ _____ Work telephone number: _____
(Name) (Relationship) Home telephone number: _____

Address: _____
(Street) (City) (State) (Zip)

Birthdate: _____ Sex: ___	Present Enrollment Status:	College Work Study Award:
Social Security #: _____	( ) FR ( ) SOPH	( ) Yes ( ) No
U.S. Citizen: ( ) Yes ( ) No	( ) JR ( ) SR	Award Amount: $ _____
Visa Type: _____	( ) Grad # Units _____	Other: _____
Country of Citizenship: _____	Major: _____	Amount: $ _____

Have you ever worked for USC before? ( ) Yes ( ) No Department: _____

Are you presently employed with USC? ( ) Yes ( ) No Department: _____

Which semester(s) do you plan to work: ( ) Fall ( ) Spring ( ) Summer

(Please complete both sides of application)

List below any positions you have held, particularly Library experience:

Dates: From	To	Employer Name and Address	Job Duties	Reason for Leaving

Check those items with which you are familiar either through experience or training:

___ Typing ____ wpm ___ Calculator ___ Adding Machine ___ Invoices

___ Filing ___ Inventory ___ Computer (Name System(s): _____

Please list Foreign languages that you can read and speak fluently _____

SCHEDULE OF AVAILABLE HOURS:

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Morning 8-12							
Afternoon 12-5							
Evening 5-12							

How many hours do you plan to work/week? _____

FOR OFFICE USE ONLY

Starting Date: _____

Starting Rate: _____

Library Department: _____

Remarks: _____

_____

_____

Supervisor's Signature Extension

```
U  COLLEGE          C
U     WORK-STUDY    C
U          PROGRAM  C
UU  UU  SSSSS  CCCCCC
UU  UU  SSS    CC
UU  UU    SSS  CC
UUUUUU  SSSSS  CCCCCC
```

CLASSIFICATION LEVELS AND PAY SCALE

CLASSIFICATION LEVELS

	1	2	3	4
Degree of experience, education, or skills	No previous experience, education, or skills required	Job related experience, education or special skills required	Job related experience, education or special skills required	Jobs at this level require specialized skills, extensive knowledge and/or experience, or a unique ability in a particular area. Because of the unique nature of these jobs, a very small percentage will be classified at this level. The pay rate for each level 4 job is assigned on a case by case basis. Supervisors should list a recommended pay rate when completing the Request for New Job.
Level of responsibility	Limited responsibility	Independent judgement and decision making may be required	Works independently	
Degree of supervision	Performs routine tasks under supervision	Under moderate supervision	Limited supervision	
Direction of other student employees	Usually none; may be called on to assist in employee orientation/ training	May direct other student employees in routine work procedures	Involved in training and supervision of other student employees	
Typical duties	Filing, photocopying, dishwashing, answering phones, ushering, book shelving, lab and glassware cleaning	Quick and accurate typing, receptionist duties necessitating thorough knowledge of office procedures, tutoring, grading, research and lab assistants, data entry, complex cashiering	Advanced tutoring, computer analysis and programming, grading which requires comprehensive knowledge of subject matter, peer counseling	

PAY SCALE

STEP	1	2	3	4
A	3.35 - 3.75	4.25 - 5.00	5.50 - 6.00	6.50 -
B	3.76 - 4.25	5.01 - 5.50	6.01 - 6.50	
C	4.26 - 4.75	5.51 - 6.00	6.51 - 7.00	
D	4.76 - 5.25	6.01 - 6.50	7.01 - 7.50	

1. Step A should be used for newly hired students. Exceptionally qualified candidates may be hired at step B at the department's discretion.
2. Annual raises should place student in the next step.

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UNIVERSITY LIBRARY PERSONNEL

EXHIBIT E

TIMECARD SCHEDULE

Turn-in Date	Corresponding Pay Date
08/30/90	09/06/90
09/13/90	09/20/90
09/27/90	10/04/90
10/11/90	10/18/90
10/25/90	11/01/90
11/08/90	11/15/90
11/22/90	11/29/90
12/06/90	12/13/90
12/20/90	12/27/90
01/03/91	01/10/91
01/17/91	01/24/91
01/31/91	02/07/91
02/14/91	02/21/91
02/28/91	03/07/91
03/14/91	03/21/91
03/28/91	04/04/91
04/11/91	04/18/91
04/25/91	05/02/91
05/09/91	05/16/91
05/23/91	05/30/91
06/06/91	06/13/91
06/20/91	06/27/91

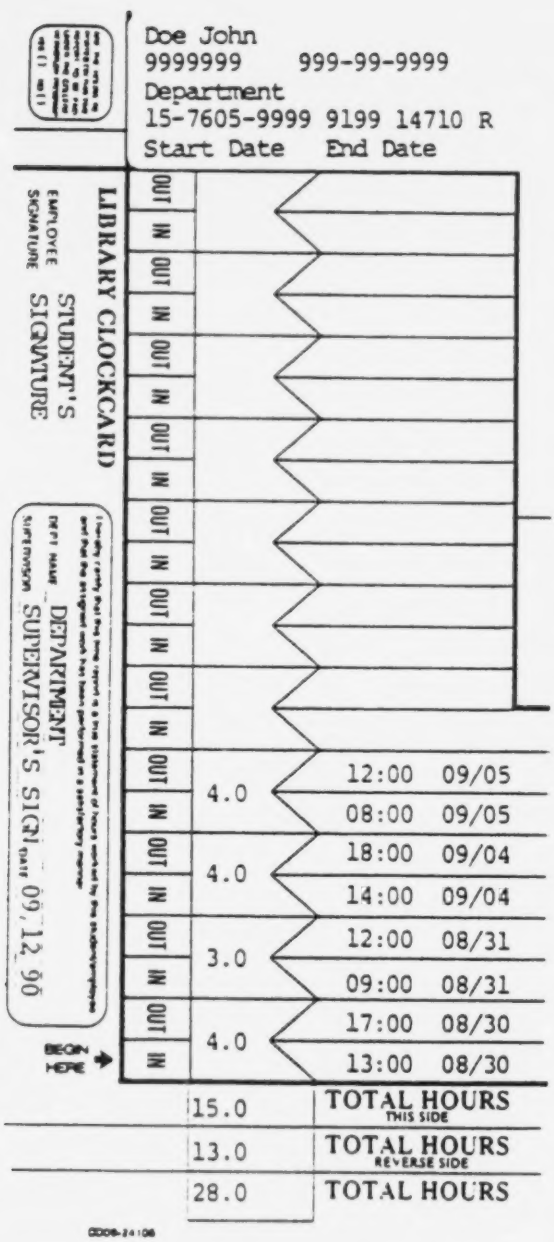
Timecards must be signed, totaled, and turned in by 12:00 noon, on each turn-in date, unless otherwise arranged.

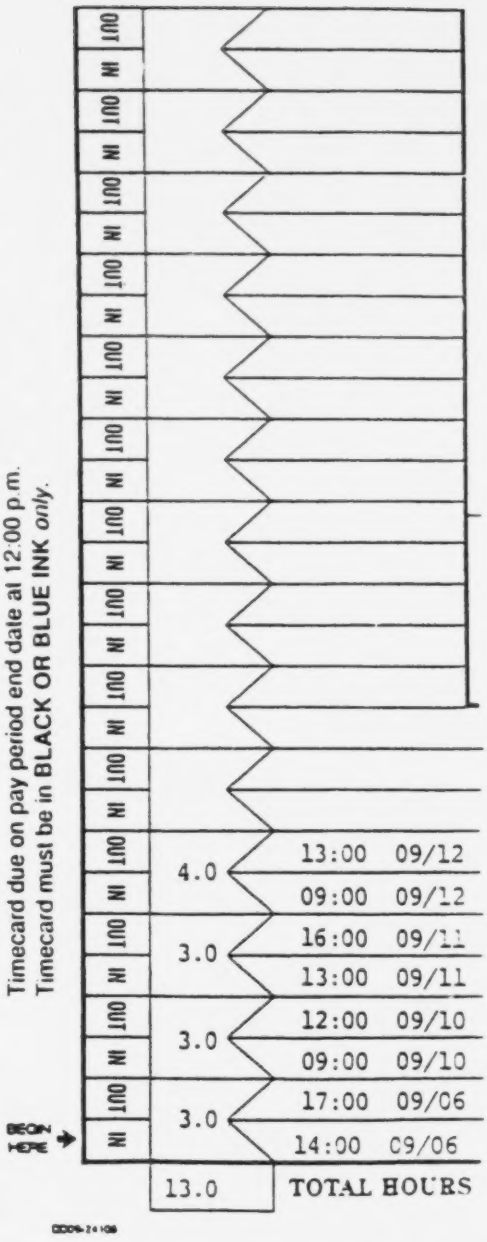
TIME CLOCK HOUR CONVERSION TABLES

MINUTES	/ 100ths
0	.00
1	.02
2	.03
3	.05
4	.07
5	.08
6	.10
7	.12
8	.13
9	.15
10	.17
11	.18
12	.20
13	.22
14	.23
15	.25
16	.27
17	.28
18	.30
19	.32
20	.33
21	.35
22	.37
23	.38
24	.40
25	.42
26	.43
27	.45
28	.47
29	.48
30	.50
31	.52
32	.53
33	.55
34	.57
35	.58
36	.60
37	.62
38	.63
39	.65
40	.67
41	.68
42	.70
43	.72
44	.73
45	.75

MINUTES	/ 100ths
46	.77
47	.78
48	.80
49	.82
50	.83
51	.85
52	.87
53	.88
54	.90
55	.92
56	.93
57	.95
58	.97
59	.98
60	1.00

HOURS	/ 100ths
1:00am	01:00
2:00am	02:00
3:00am	03:00
4:00am	04:00
5:00am	05:00
6:00am	06:00
7:00am	07:00
8:00am	08:00
9:00am	09:00
10:00am	10:00
11:00am	11:00
12:00pm	12:00
1:00pm	13:00
2:00pm	14:00
3:00pm	15:00
4:00pm	16:00
5:00pm	17:00
6:00pm	18:00
7:00pm	19:00
8:00pm	20:00
9:00pm	21:00
10:00pm	22:00
11:00pm	23:00
12:00am	24:00


Doe John
9999999 999-99-9999
Department
15-7605-9999 9199 14710 R
Start Date End Date
LIBRARY CLOCKCARD
STUDENT'S SIGNATURE
EMPLOYEE SIGNATURE
DEPARTMENT SUPERVISOR'S SIGNATURE 09/12/96
BEGIN HERE
OUT IN OUT IN OUT IN OUT IN OUT IN OUT IN OUT IN
4.0 12:00 09/05
08:00 09/05
4.0 18:00 09/04
14:00 09/04
3.0 12:00 08/31
09:00 08/31
4.0 17:00 08/30
13:00 08/30
15.0 TOTAL HOURS THIS SIDE
13.0 TOTAL HOURS REVERSE SIDE
28.0 TOTAL HOURS


Timecard due on pay period end date at 12:00 p.m.
Timecard must be in BLACK OR BLUE INK only.
BEGIN HERE
OUT IN OUT IN OUT IN OUT IN OUT IN OUT IN OUT IN OUT IN OUT IN OUT IN OUT IN OUT IN OUT IN
4.0 13:00 09/12
09:00 09/12
3.0 16:00 09/11
13:00 09/11
3.0 12:00 09/10
09:00 09/10
3.0 17:00 09/06
14:00 09/06
13.0 TOTAL HOURS

UNIVERSITY LIBRARIES
STUDENT EVALUATION

EXHIBIT H

Student's Name: _____ Date: _____

Functions Performed: _____ Supervisor: _____

Rating Key: 1) Outstanding 2) Above Average 3) Average
4) Less Than Average 5) Unsatisfactory

A) Please rate the student's performance in the following areas, using the above scale.

1) Reliability....._____
(Can the student be counted on to work at assigned time? Can the student be counted upon to cover for someone who is absent? Does the student call when unable to work due to unforeseen events?)

2) Punctuality....._____
(Does the student arrive for work on time?)

3) Knowledge of Procedures....._____
(Does the student's handling of patrons indicate that he/she is comfortable with knowledge of Library procedures? Does the student ask questions when unsure of procedures?)

4) Manageability....._____
(Does the student follow instructions well? Does he/she work well with staff members and other student assistants? When assigned a task, does he/she accomplish it effectively?)

5) Responsiveness....._____
(Does the student deal with patrons courteously and helpfully? Does the student inspire confidence in patrons, that they are being rendered an efficient service? Does the student make patrons wait while performing other tasks or being overly talkative?)

B) On reverse side, please make any relevant comments.
(Does the student show interest or willingness to learn new skills, take initiative to find things that need to be done, exhibit good problem solving skills, attempt to improve service or working conditions through suggestions, help at times other than scheduled working hours?)

C) Student Response: I have read this evaluation:_____

Date:_____

I authorize Library Personnel to use this information if asked for a reference: Y / N

I wish to comment as follows:
(Use reverse side or attached sheet as necessary.)

EXHIBIT I

STUDENT ASSISTANT TERMINATION FORM

NAME (Last) _____ (First) _____ DEPARTMENT _____

TERMINATION DATE (Last Day Worked) _____ REASON _____

RECOMMENDED FOR OTHER LIBRARY/CAMPUS EMPLOYMENT? _____ YES _____ NO

IMMEDIATE SUPERVISOR _____ PHONE NUMBER _____

STUDENT ASSISTANT EVALUATION

	Rating
Reliability:	
Punctual	_____
Adheres to scheduled hours	_____
Public Relations:	
Manner	_____
Courtesy	_____
Appearance	_____
Quality of Work:	
Follows Instructions	_____
Accuracy	_____
Judgment	_____
Quantity of work accomplished	_____
Willingness to perform needed tasks	_____
Comprehension and interest in performing duties beyond routine	_____

Rating Key:
1 = Outstanding
2 = Better than average
3 = Average
4 = Improvement desirable
5 = Unsatisfactory

_____
SUPERVISOR'S SIGNATURE

_____
DATE

STUDENT EMPLOYEES' HANDBOOKS

HOMER BABBIDGE LIBRARY

STUDENT EMPLOYEE HANDBOOK

REVISED MAY 1990

THE UNIVERSITY OF CONNECTICUT

Homer Babbidge Library
Box U-5
369 Fairfield Road
Storrs, CT 06269-1005
FAX: (203) 486-3593

Student Assistants:

Welcome to the staff of the Homer Babbidge Library! We are pleased to have you join the staff and we hope that you will find your assignment challenging. We rely on our student assistants to perform many important library tasks. Without student assistants, we could not operate the library.

We take pride in the quality of library service and the importance of the Library to the University. As a member of the Library staff you assume the responsibility to provide excellent service and to represent the library in the best possible manner.

We hope you enjoy your work here and are grateful for your efforts on behalf of the Homer Babbidge Library.

Sincerely,

Norman D. Stevens

Norman D. Stevens
Director of University Libraries

An Equal Opportunity Employer

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SECTION ONE

EMPLOYMENT INFORMATION

Payroll Information

Payroll Authorizations

You should be sure that you have completed all forms necessary to be authorized on the Library payroll. Payroll Authorizations must be completed in quadruplicate, with both an I-9 form and W-4 form attached to the authorization. You are responsible for hand carrying your authorization to the Student Employment Office before you can begin to work.

Form W-4

The purpose of Form W-4 is so that your employer can withhold the correct amount of Federal income tax from your pay.

Form I-9

The form I-9 has been developed to verify that persons are eligible to work in the United States. It is the direct result of the Immigration Reform and Control Act passed by Congress in 1986. The Immigration and Naturalization Service and the Department of Labor are responsible for implementing this law. The University of Connecticut must present the I-9 Form to an audit official upon request.

It is the responsibility of the library to verify that an individual is eligible for employment ***before*** he/she begins to work.

As a new student or a reauthorized foreign student, your supervisor will be able to instruct you on the specific paperwork you will need to complete your I-9 forms.

You can expect to receive your first paycheck 4 weeks after you first begin working ***if*** your paperwork is received at the Student Employment Office no later than 4:30 pm the Thursday before a new pay period. If you begin work before the beginning of the new pay period you may need to wait a week or two longer to get your first check.

Payroll Regulations

Any individual employed by the Library on either the Student Labor or Work-Study payroll must be registered as a student at the University of Connecticut. An exception may be made if a student labor job has been advertised in the Student Employment Office for two weeks and the employer is unable to locate a qualified UConn student. In this case only, a student from another institution may be hired. Confirmation from the Student Employment office must be received before a student can begin to work.

Maximum Hours per pay week during the school year a student can work

US Citizens During the fall and spring semesters when school is in session, a student employed on work-study and/or student labor may work a maximum of ***twenty-five*** (25) hours per pay week, Friday through Thursday in ***all*** of his/her University jobs combined.

International Students International students may not work more than ***twenty*** (20) hours per pay week, Friday through Thursday, in ***all*** jobs combined.

Waiver of 25 hours per pay week limit during the school year

Under special circumstances a student may work ***over twenty-five*** (25) hours per pay week, ***but*** not more than forty (40) hours per pay week. He/she must get written permission from his/her job supervisor(s) and academic advisor **(via form SEO-116)** certifying that working in excess of 25 hours per pay week will not hinder his/her academic progress.

If a student receives special permission to work over the 25 hours per pay week limit, ***under no circumstance*** should he/she work over forty hours (40) per pay week in all his/her University jobs combined.

Maximum hours per pay week during the summer and other authorized vacation periods

US Citizens A student employed on work-study and/or student labor may work a maximum of forty (40) hours per pay week Friday through Thursday in ***all*** jobs combined.

International Students When school is not in session, and if the student is eligible and intends to register for courses for the next semester, an international student may work full time, up to but not more than forty (40) hours per pay week, Friday through Thursday ***all*** jobs combined.

Hours Restrictions for minors under 18 years of age

A student employee under 18 years of age is restricted by State and Federal law not only in the ***total*** number of hours he/she is allowed to work ***per pay week***, but, also in the ***time of day*** and the total number of hours he/she is allowed to work ***per day.*** Student supervisors have more information about these restrictions.

General Information

Service

Every Library employee is involved in our effort to maintain a high standard of service to our users. Courtesy of manner, accuracy of response and helpfulness to users are primary obligations of every Library employee. Difficult or unreasonable requests should always be referred immediately to your supervisor.

While the Library has no dress code for staff, all employees should keep in mind that while working here they represent the Library to the public -- therefore dress should be neat and appropriate to a work environment.

Because the Library is made up of many departments, offering both public and technical service, serving different needs and having different staffing hours, requirements within departments may vary from one to another, but should follow the general guidelines outlined below. You may receive more specific instructions from your supervisor.

Job Descriptions

A description of your responsibilities can be obtained from your immediate supervisor.

Break Time -- Eating and Drinking in the Library

For every continuous 3 1/2 hours worked you are allowed a fifteen minute break. For work periods of less than 3 1/2 hours, breaks are generally not permitted. Smoking in the Library is in designated areas only. Eating and drinking is not allowed in the Library except for the all-night study room and the staff lounge. The staff lounge is open to all staff and is available for "coffee" or meal breaks. See your supervisor regarding access to this area.

Absences from work: Illnesses, exams, etc.

The Library employs a large number of student assistants and is heavily dependent on them to carry out its day-to-day operations. Therefore, student employees are expected to follow these guidelines.

> In all Library departments advance notice is required if you are unable to come to work when scheduled. If you are working in a public service area where desk coverage is part of your assignment, you may be required to arrange for a replacement for your scheduled hours. Since the Library is at its busiest at exam time, you may be required to put in the same number of hours of work at this time

as during the regular academic year. Any request for a change of work schedule (whether for exams or another substantial reason) must be discussed with your supervisor well in advance of the proposed change.

If you are unable to report for work for any reason please call your supervisor as soon as possible to let your department know. Failure to report for work may result in termination of employment.

Termination

The Library is required to post all student positions for two weeks before being allowed to fill them. Therefore, the recommended procedure for all student employees is to give two weeks notice when resigning from a position.

Should the library no longer require your services for whatever reason (budgetary cutbacks, schedule conflicts, unsatisfactory performance, etc.) you must also receive two weeks notice from your supervisor.

When you are leaving your position at the Library be sure to make arrangements in the Library Office for either picking up your last check or having it mailed to you. If it is to be mailed, please give us a stamped, self-addressed envelope.

Telephones

Effective Library service requires constantly available telephones. It is important that the Library telephone lines be kept open at all times. Personal calls should not be made or accepted during working hours on the Library phones except in cases of emergency. There are free campus phones located in the lobby on each floor and payphones are located in the 24-hour Study Room.

Questions

If you have questions about your job responsibilities or working conditions please see your supervisor. If your questions concern payroll matters, please do not hesitate to go to the Library Administrative Office with your questions.

Grievances

If you have a grievance see your supervisor as soon as possible. If every reasonable effort to resolve the situation within your department fails, you may call the Library Administrative Office (ext. 2219) and make an appointment to see the Associate Director for Administrative Services. To assist in matters which are not resolved within the Library, a Student Employee Coordinator in the Office of Financial Aid is available (ext. 2819).

Escort Service

The University Public Safety Department provides an escort service between 6:00 p.m. and 3:00 a.m. for people who need to get to distant or remote places on campus. Student assistants who are leaving work during these hours may call escort service ext. 4809 and establish the time when they would like an escort from the Library to their car or dormitory.

Fire - Police - Medical Emergencies (Ext.6- 3131)

Fire

Any fire which appears to endanger either people or library materials should be reported to the University Fire Department immediately. You should call emergency 911 and pull alarm. Then walk to the nearest fire exit or corner stairwell, and leave the building. (You are not responsible for helping to evacuate people from the library.)

Theft

If you are aware that Library materials have been stolen, report this to your supervisor immediately or to the Library Administrative Offices, ext. 6-2219. Please provide a description of the material, the time of the theft if known and leave your name in case additional information is needed.

If you become aware of a theft of Library materials in progress while you are on duty report it immediately to your supervisor or if the supervisor is unavailable call the police on ext. 911.

Accidents

Report any accident to your supervisor at once. In the case of a serious physical injury or fainting, do not move the individual. If your supervisor is not available, call the Library Information Desk ext. 6-4636 or Exit Control ext. 6-3099 and the person on duty there will contact the appropriate University personnel for assistance.

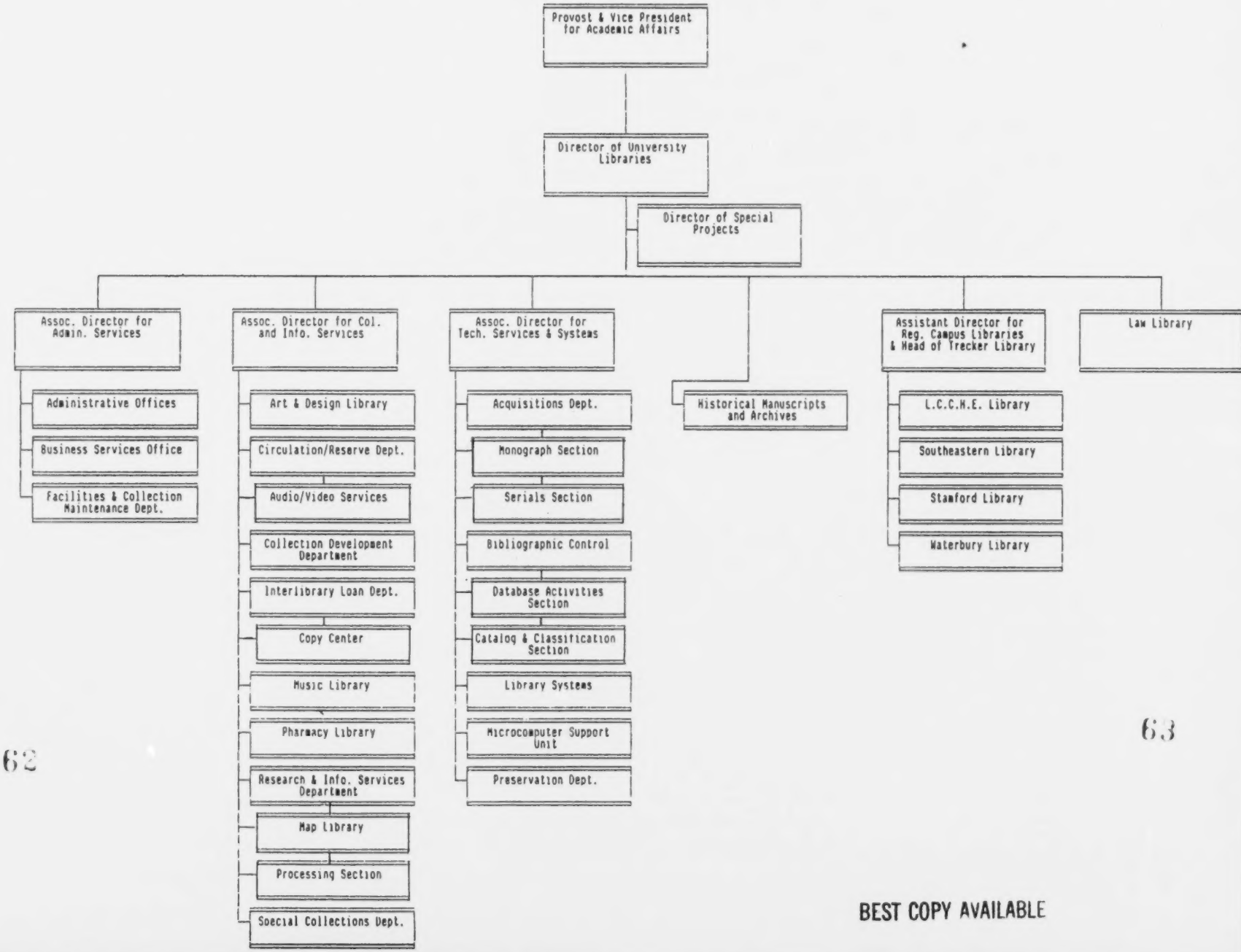
You should then wait for the arrival of trained University personnel.

If you are injured on the job, notify your supervisor at once. ***All*** staff accidents no matter how minor they appear must be reported to the Library Administrative Office so that appropriate forms can be completed, and to ensure that medical care is sought when appropriate.

SECTION TWO

OVERVIEW OF THE LIBRARY

University of Connecticut Libraries
Organizational Chart
(as of May, 1990)



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History of the Library

The transformation of The University of Connecticut from a small agricultural college into a center for graduate instruction and research has been accompanied by striking changes in the Library. The first books were donated by Augustus Storrs, T.S. Gold and others in 1884. Collections grew slowly from 10,535 volumes in 1906 to 100,000 by 1947. The decade of the 1960s was a period of tremendous growth for the University and for the Library whose collections increased from 270,000 volumes in 1960 to 735,000 volumes by 1970.

The University Libraries System on the Storrs campus now includes the following separate facilities -- the Homer Babbidge Library, the Historical Manuscripts and Archives Division, the Music Library, and the Pharmacy Library. Among them they currently hold 1,700,000 volumes, with a total of 2,100,000 volumes in the system (not including the Health Center). The Storrs campus libraries currently subscribe to 11,645 journals. Staff positions in the libraries at Storrs number 114, and student employees represent the equivalent of an additional 44 full-time positions.

The first Library was housed in two rooms in the Old Main building. In 1909, it was moved into the Dining Hall and by 1924 occupied the south wing of the building. When Beech Hall was constructed in 1929, space was provided for a library of 50,000 volumes in the east wing of that building.

The Wilbur L. Cross Library was opened in 1940 with a capacity for 250,000 volumes. At the time, the collections numbered only 65,000 books and the building was shared by the English and History Departments and the President's Office. As collections increased, it eventually became necessary for the Library to occupy the whole building. In 1964, the University completed an addition to the Library which provided space for 500,000 books. At that point the collections had already grown to 420,000 books and in the late 1960s planning was begun for an entirely new facility. Increased collections, numbers of readers and staff could no longer be contained in the Library, and large numbers of books were moved into temporary storage areas awaiting the completion of the new Library.

Construction was begun on the new eight level University Library, designed by Robert S. McMillan Associates of New York, in July 1975 and completed by August 1978. At noon on October 30, 1978 Director of University Libraries, John P. McDonald, and University Librarian, Norman D. Stevens, opened the doors of the new facility to admit the first users. Subsequently, on May 18, 1984 the Library was renamed in honor of Homer D. Babbidge, Jr., former President of The University of Connecticut.

The Homer Babbidge Library contains 396,000 square feet and seats 3,000 readers. Until the past few years the book and journal collections fit easily into this space, which had been designed and constructed to allow for expansion of the collection to 2,500,000 or more volumes. However, collections and staff use have increased to the

point where, beginning in 1990, the Library plans to develop a seventh floor. This new area, to be called Level A, will provide renovated space for the Library's growing collections during the next 10-15 years.

The six floors currently open to the public are used as follows: the basement holds the Technical Services and Systems departments and the Current Periodical Room (CPR); the plaza level (the level on which the library is entered) has the Administrative Offices, Special Collections, and the Seminar and 24-hour study rooms; the first floor houses most of the reader services, the Information and Reference Desks, Microtext and CD-ROM services, Interlibrary Loan, Circulation and Reserve, and Copy Center. The remaining three floors contain the collections plus study space for individuals and groups, assigned research studies, and the art, audio, video, and map libraries.

In addition to the much needed space for collections and study, the building provides a number of other services--such as space for public computer terminals, microcomputers and a 24-hour study room.

Preservation of the Collections

The books, journals, maps, manuscripts, and other materials housed in the University of Connecticut Libraries comprise a growing repository of information that has both current and historical value. Most items are purchased with the expectation that they will be "permanently" available to the academic community--to today's scholars and researchers, and to people who will study at the University in the distant future. Because the University is building research collections, most materials are retained even after they have become very old, worn, or damaged. While several thousand items are repaired in the Libraries' Preservation Department each year, tens of thousands must be returned to the shelves in poor condition.

It is impossible for the Libraries to recover from the effects of careless handling, mutilation, and loss of materials. While replacement of ruined items may seem an obvious option, often it is not. Many titles go out of print quickly, and in cases where replacements are available, difficult decisions must be made. Every retrospective purchase competes with the purchase of newly published materials. Furthermore, costs rise far more sharply than do budgets. The average price of hardcover books published in the United States in 1977 was $19.22; in 1989 the figure was $40.10. The average cost of journal subscriptions in the fields of chemistry and physics was $93.76 in 1977; in 1989 average prices reached $367.88. For these reasons it is essential that we treat library materials as precious recyclable resources.

Library users and staff play a significant role in helping the Libraries meet their commitment to develop and maintain collections of significant breadth and depth. They do this by ensuring that as materials pass from person to person their condition changes as little as possible. What can you do to help?

- Pay careful attention to the slide-tape show, **The Care and Handling of Books**, which you will see as part of your orientation to the Libraries. It is available in the Culpeper Library throughout the year, so you can ask to see it again at any time.

- Follow the guidelines listed in the flyer, "How to Care for the Library's Collections: A Role for Everyone," which accompanies your orientation packet. Most importantly, handle materials carefully. Don't toss them around, or cram them into too-full back packs. Protect materials from dirt, food, and drink, and keep them dry. When you remove a book from the shelf, straighten those that remain and support them firmly with a bookend. Don't write on or highlight pages, or fold over corners; put yourself in the shoes of the next reader.

- Remember that while your job may require that you handle many hundreds of books, maps, or other items each day, library materials are simply not manufactured to withstand repeated use and can easily be damaged by rough or careless treatment.

- Be on the lookout for library materials that are worn or damaged, and bring them to the attention of a staff member in your department. The earlier damage is identified, the less difficult it is to correct.

Description of Library Departments

The following list will give you a brief description of the University Library's operations.

Administrative Offices

The Administrative Offices for the University Libraries are located in the Homer Babbidge Library. Those offices house the senior administrative staff of the University Libraries who are responsible for the direction and oversight of the three major divisions (Administrative Services, Collections and Information Services, and Technical Services and Systems) of the Homer Babbidge Library as well as the other units of the University Libraries on the Storrs campus and the several regional campuses. In addition the Administrative Offices houses the support staff that is responsible for the day-to-day management and processing of such administrative functions as equipment, payroll, personnel, supplies, and travel. The support staff in the Administrative Offices oversee all aspects of student employment including the processing of student employment authorizations, processing of time cards, and the distribution of student paychecks.

Acquisitions Department

The Acquisitions Department is responsible for the ordering and receipt of materials, regardless of format, to be added to the collections of The University of Connecticut Libraries. It is also responsible for the appropriate monitoring of these functions, as well as the utilization of efficient and cost-effective methods. In addition, the Department provides information to material-in-process and services the Current Periodicals Room (CPR).

Art & Design Library

The Art & Design Library collects, houses and maintains library materials in the fields of art and art-related disciplines including books and journals. It has its own reference and rare materials sections. It provides reference and circulation services.

Audio/Video and Microcomputer Services

The Culpeper Library is the primary location in the Babbidge Library where a variety of non-print media is housed, maintained, and used.

Bibliographic Control Department

The primary duties of "Bib Control" are to create and maintain access points for the collections of the libraries of the Storrs campus. Central to the operations are the

cataloging and classification of materials ranging from monographs and serials to microfilms and University theses. In accomplishing these tasks heavy usage is made of automated systems including OCLC, a major national bibliographic database, and local technologies.

Circulation Services

Circulation Services is responsible for charging out classified book materials from the general collections and provides circulation status and availability information for materials not on the shelves. In addition, Circulation places requests on materials charged to other patrons and searches on materials not found on the shelves; including processing missing materials for reorder, maintaining patron file of eligible University borrowers and registering eligible borrowers not affiliated with the University. The Circulation Services are also responsible for library notices for charged and requested materials and records of fines and replacement charges billed to library patrons.

Collection Development Department

The Collection Development department is responsible for the formulation and implementation of major policies, procedures, and programs relating to the development and management of University of Connecticut Libraries collections of the Storrs campus (Homer Babbidge Library, Pharmacy Library, Cookson Music Library, and Historical Manuscripts and Archives). Specifically, the Collection Development Department is responsible for collection development policy; budget; liaison with academic programs; oversight and control of grants intended for collection development; oversight and control of significant gifts of library materials or funds for library materials; liaison with other library departments on collection development matters; and monitoring of regional and national collection development records and affairs.

Cookson Music Library

Located in the Music Building (entrance via Room 220) of the Fine Arts Center, the Cookson Music Library collects and maintains library materials in the field of music, including books, scores, sound recordings (LP's, CD's Cassette tapes), journals, and microfilm. The library primarily supports work done in the Music Department, but is open to the university community, providing circulation, reserve, reference, and listening services. Specialized cataloging and processing (scores and sound recordings) are performed here also.

Facilities and Collection Maintenance Department

The Facilities and Collection Maintenance Department is responsible for the shelving and maintenance of the Library's stack collections. In addition, F&CM operates the Exit Control Desk on the Plaza Level which includes the Library Lost & Found service.

The department also is responsible for the security of the building and the maintenance of the physical plant of the library. F&CM also handles the shipping/receiving and mail functions of the library.

Historical Manuscripts and Archives

Historical Manuscripts and Archives is located in the Wilbur Cross Building. Historical manuscripts consist of a broad range of primary source material relating to the economic, political, and social history of Connecticut since 1850. Included are original documents from businesses, industrial firms, labor unions, political leaders, public affairs and consumer groups, ethnic associations and communities, and railroad and transportation companies. The University Archives contains an extensive collection of manuscript and printed materials produced by UConn offices and organizations -- everything from the first student grade book in 1881 to the most recent issue of the Daily Campus.

Student duties include assisting in organizing and arranging original documents, preparing listings of collections, locating materials for researchers, word processing, typing and photocopying.

Interlibrary Loan Department (ILL)

The department provides both a borrowing and lending service.

As a borrower, ILL attempts to obtain research materials not held on the Storrs Campus. ILL processes requests submitted by members of the UCONN academic community for book loans and for photocopies of articles. Brochures describing this service are available at the Information Desk and in the ILL Office.

As a lender, ILL processes book and photocopy request received from other libraries.

Microcomputer Support Unit

MSU provides hardware and software support to all Library staff members at Storrs and the various branches. Both PC's and MAC support is provided, as well as a variety of support for many software packages. Phone help is given when possible, and on-site help is provided when appropriate. MSU installs and deinstalls PCs, installs upgrades to hardware and software and provides training when requested. MSU provides support for PC to mainframe communication and provides training for PROFS and electronic mail.

Pharmacy Library and Learning Center

The Pharmacy Library and Learning Center, located in the Pharmacy Building, collects materials in print and non-print formats and provides photocopying facilities, end user computer searches on compact disk, interlibrary loan, and reference services. Student

assistants check library materials in and out, shelve returned materials. They also assist patrons in locating materials, using the card catalog, checking in records, and the MEDLINE database on compact disk. Basic clerical and people skills are invaluable.

Preservation Department

The Preservation Department is responsible for maintaining the Library's collections in usable condition. In the Conservation Unit books and papers are treated to protect them from deterioration and wear, and to correct damage. Treatments range from minor repair to full rebinding; and a variety of protective enclosures are constructed, including wrappers, portfolios, and boxes. The Bindery Preparation Unit prepares paperbacks, loose issues of journals, and damaged books for binding by a commercial firm; and monitors the work of the commercial binder. The Shelf Preparation Unit prepares materials for shelving by applying labels, pockets, book plates, and ownership markings to newly acquired materials. The Preservation Department is also responsible for disaster preparedness and recovery, staff and user education, and environmental monitoring as they pertain to the protection and longevity of the collections.

Research and Information Services Department (RISD)

The department provides directional information about the library, and provides research assistance to library users by providing a collection of reference materials in printed and computer formats and assisting in the use of these materials. Specialized computer services, services for the disabled, and orientation and instructional services are also provided. In addition, the department has responsibility for state, federal, foreign, and international government publications, and for microtext, including maintaining collections and equipment.

Reserve Services

Reserve Services collects and maintains access to library materials and faculty personal copies placed on Reserve for use by students in specific University courses. Reserve also houses and provides access to a retrospective file of University course exams and selected University generated reports of general interest.

Special Collections Department

Special Collections Department is responsible for specialized research collections in several subject fields, such as Alternative Press, Chile, Puerto Rican Collection, little magazines, literary manuscripts, sundials, skating, horses, rare books, first editions, and other materials requiring special care and attention. Materials generally do not circulate.

Regional and Professional School Libraries in the University System

Lyman Maynard Stowe Library
University of Connecticut Health Center
263 Farmington Avenue
Farmington, Connecticut 06032

Law School Library/University of Connecticut
120 Sherman Street
Hartford, CT 06105

Harleigh B. Trecker Library
Greater Hartford Campus/University of Connecticut
1800 Asylum Avenue
West Hartford, CT 06117

University of Connecticut at Avery Point/Library
Groton, CT 06340

University of Connecticut at Stamford/Library
Scofieldtown Road
Stamford, CT 06903

Litchfield County Center for Higher Education
University Drive
Torrington, CT 06790

University of Connecticut at Waterbury/Library
32 Hillside Avenue
Waterbury, CT 06710

Card Catalog Information

A card catalog is the public record of a library's holdings. However, the Public Catalog for the University of Connecticut Library represents only a partial record of available material. Holdings information for journals, magazines, and newspapers may be obtained from the Serials or Periodicals list. Staff at the Reference desk can provide information on United States and Connecticut State government publications. Information on archival material and manuscripts may be obtained through the Special Collections Department. The Map Room provides additional information on map holdings and the Cookson Music Library contains a full listing of music phono records. Holdings Information for all other material acquired and cataloged by the Library can be located in the Public Catalog.

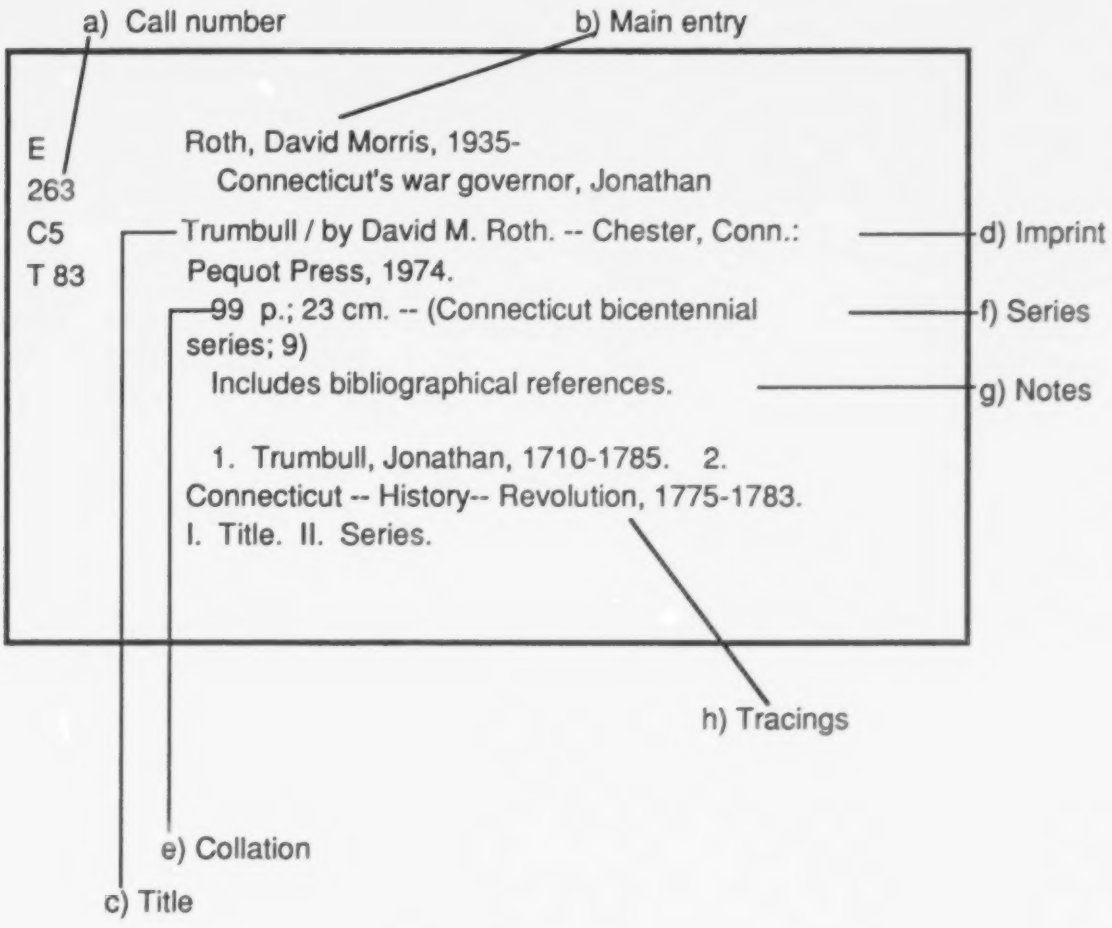
The Public Catalog records each work by author, title, and subject. Some works may also be located by editor, translator, illustrator, commentator, series or by any other person, body, or name under which a reader might look. The catalog provides a call number (or classification number) by which the book may be located.

At the University Library the Public Catalog is a divided catalog: the author/title catalog and the subject catalog. The author/title section of the catalog is located on Level 1 at the top of the escalator. The subject catalog is located on Level 1 adjacent to the Reference and Information desks.

The basic arrangement of the author/title catalog is alphabetical. Personal names are filed before title entries beginning with the same word. Main entries precede added entries which have the same filing element.

The entries in the subject catalog are also arranged alphabetically. A subject heading qualified by a general subdivision (i.e. thing) files before an identical subject heading qualified by a period division. These subject headings are followed by identical subject headings which are qualified by geographic locations.

The following is an example of a main entry card.



a) Call number

b) Main entry

c) Title of the work

d) Imprint: includes the place of publication, publisher, date of publication

e) Collation: includes the number of pages, statement of illustration (if the work is illustrated), size (height x width)

f) Series to which the work belongs

g) Notes concerning the work

h) Tracings: the arabic numbers are subject tracings and the roman numerals are added entries

The tracings are typed at the head of a copy of the main entry. The added entries represent other means of locating the item in the card catalog. The subject entries represent the subject approach to locating the item. Hence, if you know a particular work by a person, society, or corporation you can locate it in the author/title/catalog. If you only know a title you can look that up in the author title catalog. If your interest is a specific subject you would use the subject catalog.

a) A subject entry card:

E
263
C5
T83

CONNECTICUT--HISTORY--REVOLUTION, 1775-1783.
Roth, David Morris, 1935
Connecticut's war governor, Jonathan Trumbull / by David M. Roth. -- Chester, Conn.: Pequot Press, 1974.
99 p.; 23 cm. -- Connecticut bicentennial series; 9)
Includes bibliographical references.

1. Trumbull, Jonathan, 1710-1785. 2. Connecticut--History--Revolution, 1775-1783.
I. Title. II. Series.

b) An added entry card:

E
263
C5
T83

CONNECTICUT BICENTENNIAL SERIES; 9

Roth, David Morris, 1935-
Connecticut's war governor, Jonathan Trumbull / by David M. Roth. -- Chester, Conn.: Pequot Press, 1974.
99 p.; 23 cm. -- (Connecticut bicentennial series; 9)
Includes bibliographical references.

1. Trumbull, Jonathan, 1710-1785. 2. Connecticut--History--Revolution, 1775-1783.
I. Title. II. Series.

Classification Systems

In any library materials must be arranged in a manner that allows patrons and staff easy access. This arrangement of materials is referred to as classification. The main classification schemes used in American libraries are the Dewey Decimal Classification and the Library of Congress Classification.

Dewey Decimal Classification

The Dewey scheme utilizes numbers only.

000	General works and Library science
100	Philosophy
200	Religion
300	Social sciences
400	Languages
500	Pure science
600	Technology
700	The arts
800	Literature
900	History

Each class number is then subdivided by ten.

100	Philosophy
110	Metaphysics
190	Modern philosophy

Each three digit number can be further subdivided, but this subdivision is by decimal.

362.7820924	a book on adolescent psychiatry
362.210944	a book on psychiatry in France
333.7809794	periodical of California Parks' statistics

Please note: If the decimal part of a Dewey Decimal Classification is long, the decimal will appear as the second line of the number.

362.
7820924

Library of Congress Classification

The Library of Congress scheme utilizes both letters and numbers in classifying materials. The first dividion is by use of a letter.

A	General Works - Polygraphy
B	Philosophy - Religion
C	History - Auxiliary sciences
D	History
E-F	America (United States, North and South America)
G	Geography - Anthropology
H	Social sciences (Economics and Sociology)
J	Political science
K	Law
L	Education
M	Music
N	Art
P	Language and literature
Q	Science
R	Medicine
S	Agriculture - Plant and animal industry
T	Technology
U	Military science
V	Naval science
Z	Bibliography and Library science

Within each class there can be further subdivision by the addition of another letter to the main class letter.

P	Language and literature
PQ	Romance literatures

The final subdivision is by the use of a number, which ranges from one to four digits.

P	Romance literatures
PQ 4001-5999	Italian literature

After the whole numbers and decimals of the Dewey Classification and the letters and numbers of the Library of Congress Classification, there is usually an author notation consisting of a letter followed by a number.

HF	Library of Congress Classification
5549	
H293	Author notation

301	Dewey Decimal Classification
.1583	
B56	Author notation

However, in some instances the author notation is preceded by a topic, form or geographic Cutter number.

DF	Library of Congress Classification
951	
T3	Topic cutter for a book on Thebes
S6	Author notation

Locating Materials in the Stacks

In locating material that is classified according to the Dewey scheme, it must be remembered that the first three numerals are whole numbers and that any other breakdown is decimal. Books with the following call numbers would be arranged on the shelves in the following order:

947	947	947.01	947.5	973	973.13	973.2
F23	Sh1	C15	C94	M35	T12	Sm5

In locating material that is classified according to the Library of Congress scheme, it must be remembered that the first line is alphabetic, that the second line is numerical, and that the number part of the author notation is decimal. Books with the following call numbers would be arranged on the shelves in the following order:

B	B	BJ	P	PA	PR	PR
71	71	351	101	4230	4425	4425
S69	S8	A33	D4	A2	A2	A3
				1960	1950	1949

Arrangement of Books

The books are arranged on the various levels of the Library by the classification/call number assigned to the work. This number appears in the upper left corner of the catalog cad and is duplicated on the spine of the work.

The letters N and S after a floor number designate north and south.

Books classified according to the Library of Congress scheme are arranged as follows:

A 4N
B 4N
C 4S
D 4S
E 4S
F 4S
G 4S
H 2S
J 2S
K 2S
L 2S
N 2N
P 4N
Q 2N
R 2N
S 2N
T 2N
U 2N
V 2N
Z 2S

Books classified according to the Dewey Decimal scheme are arranged as follows:

000 . . . . . 2S
100 . . . . . 4N
200 . . . . . 4N
300 . . . . . 2S
400 . . . . . 4N
500 . . . . . 4N
600 . . . . . 2N
800 . . . . . 4N
900 . . . . . 4N

Oversize books are identified by an 'f', 'ff', or'**' above the call number. These are

works that are 29 cm. or more in height or 22 cm. or more in width. These books are located at the end of their respective classifications.

Certain books are not located in the stacks. Items with Music above the call number are in the Music Library; items with Pharmacy above the call number are in the Pharmacy Library; items with Art above the call number are located in the Art Library on level 2. Government Publications material is located either in the main Reference Area, on level 2, on level 3 in Bound Journals, or on level A in the documents storage area (ask at Reference desk). Items with Ref. above the call number are located in the Reference Area on the first level.

UNM General Library
Student Employee Information Handbook

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University of Rochester

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BUDGET REQUESTS AND PAYROLL REPORTS

University of Hawaii

STUDENT ALLOCATION REQUEST

FALL/SPRING 1990-91
August 26, 1990 - June 25, 1991 (43 weeks)

DEPARTMENT: _____

GENERAL FUNDS

	Hrs. Per Week	Est. $ Per Week
1. Basic Needs	_____	_____

SLIS INTERNS

Number of hours presently allocated. _____

If you do not presently have an intern and could use one, please indicate number of hours and attach justification. _____

WORK STUDY FUNDS

1. Project number of hours per week based on existing students. _____
2. Additional number of hours that could be used. _____
3. Total number of hours per week. _____

SPECIAL FUNDS, including Grant Funds (Federal Funds only if applicable)

1. Number of present hours on Special funds.	_____	$_____
2. Number of hours on grant funds.	_____	$_____

AUL/DEPARTMENT HEAD COMMENTS:

DATE: _____

_____
Student Supervisor or
Department Head

STUDENT HOURLY EXPENDITURES (Dollars)
NOVEMBER

REFLECTING 42% OF FISCAL YEAR (AS OF 11/18/90)

	<-------- REGULAR ------->				<------ WORK STUDY ---->			
DEPT	ALLOC	MONTHLY EXPEND	EXPEND TO DATE	BALANCE	ALLOC	MONTHLY EXPEND	EXPEND TO DATE	BALANCE
ACQ	$14840.00	$ 796.10	$ 7605.50	$ 7234.50	$10790.00	$ 501.60	$ 2122.30	$ 8667.70
ADM	$ 529.00	$ 0.00	$ 528.75	$ 0.25				
ARCH	$ 5692.00	$ 710.60	$ 3157.80	$ 2534.20	$ 1723.00	$ 237.50	$ 1016.50	$ 706.50
ART	$12988.00	$ 1310.00	$ 4422.00	$ 8566.00	$ 8257.00	$ 653.60	$ 3393.40	$ 4863.60
ASIAN	$21848.00	$ 1609.30	$ 9207.40	$12640.60				
AUTOM	$ 4000.00	$ 180.00	$ 1925.00	$ 2075.00				
CAT	$44018.00	$ 3135.00	$21135.61	$22882.39	$30577.00	$ 2169.80	$14672.28	$15904.72
CIRC	$63195.00	$ 5165.85	$24872.35	$38322.65	$56090.00	$ 5871.54	$25731.10	$30358.90
DOC	$14770.00	$ 1280.60	$ 4096.40	$10673.60	$ 9896.00	$ 915.80	$ 4366.20	$ 5529.80
ENGMO	$ 6000.00	$ 197.50	$ 5470.20	$ 529.80				
EQMOV	$ 2067.00	$ 447.50	$ 4127.50	$-2060.50				
HOWEY	$ 3358.00	$ 313.50	$ 822.70	$ 2535.30	$ 2402.00	$ 347.70	$ 1917.10	$ 484.90
KC	$ 8895.00	$ 623.20	$ 2905.10	$ 5989.90	$ 5750.00	$ 706.80	$ 2371.68	$ 3378.32
MUSIC	$13960.00	$ 1015.70	$ 4746.20	$ 9213.80	$ 2783.00	$ 448.40	$ 1166.60	$ 1616.40
REF	$21864.00	$ 1588.40	$ 7476.50	$14387.50	$15312.00	$ 1527.60	$ 6116.10	$ 9195.90
REGNT	$ 7683.00	$ 731.50	$ 3016.26	$ 4666.74				
SCI	$76479.00	$ 5040.70	$39495.30	$36983.70	$39492.00	$ 5177.50	$16558.50	$22933.50
SER	$58139.00	$ 2743.13	$18749.92	$39389.08	$24173.00	$ 3653.70	$10829.53	$13343.47
SLAV	$ 4908.00	$ 646.00	$ 2071.48	$ 2836.52	$ 3569.00	$ 475.00	$ 1248.30	$ 2320.70
SPECL	$ 8041.00	$ 526.30	$ 3028.60	$ 5012.40	$ 5751.00	$ 813.20	$ 2650.50	$ 3100.50
SPLAT	$ 4475.00	$ 0.00	$ 1208.40	$ 3266.60	$ 3835.00	$ 636.50	$ 1580.80	$ 2254.20
Total	$397749.00	$ 28060.88	$170068.97	$227680.03	$220400.00	$ 24136.24	$ 95740.89	$124659.11

University of Kansas

STUDENT HOURLY EXPENDITURES (Hours)
NOVEMBER

REFLECTING 42% OF FISCAL YEAR (AS OF 11/18/90)

	<------- REGULAR ----->					<----- WORK STUDY ---->				
DEPT	ALLOC	MONTHLY EXPEND	EXPEND TO DATE	BALANCE	% SPNT	ALLOC	MONTHLY EXPEND	EXPEND TO DATE	BALANCE	% SPNT
ACQ	3795	209.5	2001.5	1793.5	53%	2760	132.0	558.5	2201.5	20%
ADM	135	0.0	139.1	-4.1	103%					
ARCH	1455	187.0	831.0	624.0	57%	440	62.5	267.5	172.5	61%
ART	3320	344.7	1163.6	2156.4	35%	2110	172.0	893.0	1217.0	42%
ASIAN	5583	423.5	2423.0	3160.0	43%					
AUTOM	800	36.0	385.0	415.0	48%					
CAT	11258	825.0	5562.1	5695.9	49%	7820	571.0	3861.2	3958.8	49%
CIRC	16179	1359.5	6545.5	9633.5	40%	14334	1545.2	6771.3	7562.7	47%
DOC	3782	337.0	1078.0	2704.0	29%	2529	241.0	1149.0	1380.0	45%
ENGHO	1533	52.0	1439.6	93.4	94%					
EQMOV	413	89.5	825.5	-412.5	200%					
HOWEY	858	82.5	216.5	641.5	25%	614	91.5	504.5	109.5	82%
KC	2264	164.0	764.5	1499.5	34%	1470	186.0	624.1	845.9	42%
MUSIC	3568	267.3	1249.0	2319.0	35%	711	118.0	307.0	404.0	43%
REF	5591	418.0	1967.5	3623.5	35%	3913	402.0	1609.5	2303.5	41%
REGNT	1963	192.5	793.8	1169.2	40%					
SCI	19547	1326.5	10393.5	9153.5	53%	10092	1362.5	4357.5	5734.5	43%
SER	14865	721.9	4934.2	9930.8	33%	6182	961.5	2849.9	3332.1	46%
SLAV	1255	170.0	545.2	709.8	43%	913	125.0	328.5	584.5	36%
SPECL	2055	138.5	797.0	1258.0	39%	1470	214.0	697.5	772.5	47%
SPLAT	1144	0.0	318.0	826.0	28%	981	167.5	416.0	565.0	42%
Totals	101363	7344.9	44373.1	56989.9	44%	56339	6351.7	25195.0	31144.0	45%

::
DEPARTMENT: BUDGET: $

STUDENT PAY
BUDGET PROJECTIONS
FOR 1990/1991

PAY PERIOD	PAY DATE	NOTES	ENTER TOTAL REG HOURS	ENTER TOTAL W/S HOURS	TOTAL HOURS	%W/S	ENTER AVG REG RATE	TOTAL REG PAY	ENTER AVG W/S RATE	TOTAL W/S PAY	TOTAL PAY	TOTAL CUMULATIVE PAY
6/28 - 7/11	1: 7/20/90	July 4/Wed/1st 5 wks.										
7/12 - 7/25	2: 8/03/90	Summer 1st 5 wks. end										
7/26 - 8/08	3: 8/17/90	Summer 2nd 5 wks.										
8/09 - 8/22	4: 8/31/90	Summer 2nd 5 wks. end										
8/23 - 9/05	5: 9/14/90 5a: 9/03/90 subtotal 5,5a	Finals 8/27-8/31 Labor Day										
9/06 - 9/19	6: 9/28/90 6a: 9/17/90 subtotal 6,6a	Break 9/3-9/15 Registration										
9/20 - 10/03	7: 10/12/90	Fall										
10/04 - 10/17	8: 10/26/90	Fall										
10/18 - 10/31	9: 11/09/90	Fall										
11/01 - 11/14	10: 11/23/90	Fall										
11/15 - 11/28	11: 12/07/90	11/22 Thanksgiving										
11/29 - 12/12	12: 12/21/90	12/3-7 Finals										
12/13 - 12/26	13: 1/04/91	Break/Holiday										
12/27 - 1/09	14: 1/18/91 14a: 1/02/91	Break/Holiday Registration										
1/10 - 1/23	15: 2/01/91	Winter										
1/24 - 2/06	16: 2/15/91	Winter										
2/07 - 2/20	17: 3/01/91	Winter										
2/21 - 3/06	18: 3/15/91	Winter										

Michigan State University

BEST COPY AVAILABLE

::
DEPARTMENT: BUDGET: $

STUDENT PAY
BUDGET PROJECTIONS
FOR 1990/1991

PAY PERIOD	PAY DATE	NOTES	ENTER TOTAL REG HOURS	ENTER TOTAL W/S HOURS	TOTAL HOURS	XW/S	ENTER AVG REG RATE	TOTAL REG PAY	ENTER AVG W/S RATE	TOTAL W/S PAY	TOTAL PAY	TOTAL CUMULATIVE PAY
3/07 - 3/20	19: 3/29/91	Finals 3/11-15										
	19a: 3/18/91	Break										
3/21 - 4/03	20: 4/12/91	Registration 3/25-26										
4/04 - 4/17	21: 4/26/91	Spring										
4/18 - 5/01	22: 5/10/91	Spring										
5/02 - 5/15	23: 5/24/91	Spring										
5/16 - 5/29	24: 6/07/91	Spring/Memorial Day										
5/30 - 6/12	25: 6/21/91	Finals 6/3-7										
	25a: 6/10/91	Break										
6/13 - 6/26	26: 7/05/91	Summer										
	26a: 6/17/91	Registration										

NEW YORK UNIVERSITY
DIVISION OF LIBRARIES
STUDENT EMPLOYMENT REQUEST FORM

Department:_____ Date:_____

Supervisor(s)_____

Brief description of job duties and responsibilities:

_____

_____

_____

_____

Qualifications:_____

_____

_____

_____

Comments:_____

_____

_____

_____

student hours alloted during FY 90/91_____

Total # students to recruit_____

Total # hours to recruit-for_____

Hours to be filled:

	9	10	11	12	1	2	3	4	5	6	7	8	9	10
M														
T														
W														
Th														
F														
Sa														
Su														

STUDENTS CURRENTLY OR PREVIOUSLY EMPLOYED BY YOU WHO WILL
CONTINUE TO WORK OR WHO WILL RETURN TO WORK
DURING THE 90/91 ACADEMIC YEAR

Name	Anticipated # Hours/Week

RECEIVED
DEC 1 7 1990
UNIVERSITY

THE PRINCETON UNIVERSITY LIBRARIES

Date: July 16, 1990

Quarterly Report of
Student Hours for
Fiscal Year 89/90

Department Name Personnel

Department Code @

Total Hours Budgeted 361

Total Hours Used 30.25

Total Hours Remaining 330.75

Report Period: June 22, 1989 - June 20, 1990

University of Rochester

March 5, 1990

To: Student Supervisors

From: Beth Specht

Subject: STUDENT HOURS, 1990-1991

It is time to submit your request for student hours for the summer of 1990 and for the academic year 1990/91. Please indicate your needs by filling in the information requested on the attached forms and return these sheets to me by Friday, March 23, 1990.

For budget purposes these requests have been separated into four sessions as follows:

SUMMER Session A	(4 weeks)	from May 24 thru June 20, 1990
SUMMER Session B	(10 weeks)	from June 21 thru August 29, 1990
ACADEMIC Term I	(18 weeks)	from August 30, 1990 thru January 2, 1991
ACADEMIC Term II	(20 weeks)	from January 3 thru May 22, 1991

The description of duties is required to enable the Assistant Directors to review the hours requested more clearly. The descriptions need only be brief, e.g., "desk hours," "book repair," etc.

Departments whose requests depend directly on the number of hours the Library is open should base their requests on last year's hours. There may be a reduction in those hours, and I will notify you via GEM if that information is available before March 23rd. Again I suggest that you be as conservative as possible in requesting student hours as the budget situation is not expected to improve for the next year.

The number of hours approved for your department for the summer and the academic employment periods will be based on your request and the amount of money available for student employment during the 1990/91 fiscal year.

Later this month you will be requested to provide:

1) a list of current students planning to work during the summer term
2) the number of additional student positions open for the summer term

If there are questions regarding these student employment requests, please call me, x5-4461, or send me a GEM message.

sel20

SUMMER HOURS REQUEST & DESCRIPTION SHEET
SUMMER 1990

DEPARTMENT _____

Position	Hours Requested	Description of Work
SESSION A		
Office/Service Assistant II	_____	_____
Office/Technical Assistant III	_____	_____
Office/Service Assistant IV	_____	_____
SESSION B		
Office/Service Assistant II	_____	_____
Office/Technical Assistant III	_____	_____
Office/Service Assistant IV	_____	_____

Approved by: _____
Assistant Director

Date: _____

sel20

TERMS I & II HOURS REQUEST & DESCRIPTION SHEET
1990/91

DEPARTMENT _____

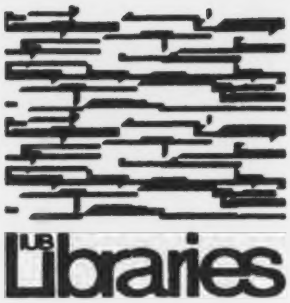
Position	Hours Requested	Description of Work
TERM I		
Office/Service Assistant II	_____	_____
Office/Technical Assistant III	_____	_____
Office/Service Assistant IV	_____	_____
TERM II		
Office/Service Assistant II	_____	_____
Office/Technical Assistant III	_____	_____
Office/Service Assistant IV	_____	_____

Approved By: _____
Assistant Director

Date: _____

se120

RECRUITMENT



STUDENT EMPLOYMENT OPPORTUNITIES WITH THE INDIANA UNIVERSITY LIBRARIES

WELCOME!

The faculty and staff of the IU Bloomington Libraries would like to welcome you to Indiana University and share information on student employment opportunities. The Libraries employ over 700 students in many different types of positions. We value and rely on student employees - without them, library services and hours would be greatly restricted.

IU Student Employment Services recently recognized the importance the Libraries place on student employees. In 1990, this department named the IU Libraries "On-Campus Student Employer of the Year".

BENEFITS OF LIBRARY EMPLOYMENT:

Working in the Libraries offers unique advantages. Through student employment, you can:

•*Gain Library Knowledge.* This is a great opportunity to learn how to access the tremendous resources available through the Libraries.

•*Choose a Flexible Schedule.* Most library units are open from 8:15 AM - 12:00 Midnight, and you can usually find a position where you can work your preferred hours.

•*Work at a Convenient Location.* The library system on the Bloomington campus consists of the Main Library, the Lilly Library, 14 branch libraries, and 11 halls of residence libraries.

•*Match Work with Area of Study.* Many of the schools and departments within the University (such as Business, Education, Music, Chemistry, Biology) have their own libraries. You may have the opportunity to work in the particular library you will use most frequently.

APPLICATION INFORMATION:

Once you arrive on campus, come to the Main Library and bring your *Workstudy Authorization Card*. All available positions, including those in the branch and halls of residence libraries, are posted in a display case located in the lobby. The posting provides information on hours, pay rate, location, and the person to contact. When you find a position you are interested in, you may apply directly to that person.

If you have any questions regarding student employment with the Libraries, contact the Libraries Personnel Office, which is located in the Main Library. The phone number is (812) 855-5988.

THE MILTON S. EISENHOWER LIBRARY

THE JOHNS HOPKINS UNIVERSITY

FALL 1990 OPEN POSITIONS

Listing for **Work Study** X **Non-Work Study** ___ **Grad** X **Undergrad** X

Library Department The Audio- Visual Department

Library Level A Level

Name of Supervisor ___

Job Description AUDIO-VISUAL ASSISTANT: Assisting patrons by retrieving A-V materials and circulating equipment. Instructing patrons and special projects such as filing, shelf-reading, making microform copies, keeping statistics, etc...

Employee Qualifications Good communication skills, basic knowledge of A-V equipment & library procedure, friendly disposition and promptness.

ANY COMBINATION OF HOURS CAN BE WORKED, IF APPLICABLE.

Available Hours - Monday 9am to 10pm **Tuesday** 9am to 10pm

Wednesday 9am to 10pm **Thursday** 9am to 10pm **Friday** 9am to 10pm

Saturday 10am to 10pm **Sunday** 1pm to 10pm

Number of Available Positions 4 or 5 **Starting Pay Rate** 4.50

Number of total hours per student per week Approx. 8 to 15.

WORK STUDY UNDERGRADUATES MAY NOT AVERAGE MORE THAN 15 HOURS PER WEEK; NON-WORK STUDY AND GRADUATES MAY NOT AVERAGE MORE THAN 20 HOURS PER WEEK.

Refer Applicants to: ___

Level A **Department** Audio-Visual **Ext** 8353

Signature of Supervisor - ___ **Date** August 9, 1990

95

THE UNIVERSITY OF NEBRASKA LINCOLN LIBRARIES

STUDENT ASSISTANT VACANCY

9/10/90
Date

Position: Library Aide I

Division: Circulation

Duties: Shelving, sorting, shelf reading, other duties as assigned.

MORNING HOURS between 8:00 - 11:00 (10 to 12 hours per week)

Hourly rate: $4.10

Hours per week: 10-12 per week

In compliance with the Immigration Reform and Control Act of 1986 all persons hired after November 6, 1986 will be required to show proof of their identity and right to work in the United States.

The University of Nebraska-Lincoln is an Equal Opportunity and Affirmative Action Employer

JOB DESCRIPTIONS AND PAY RATES

BRIGHAM YOUNG UNIVERSITY
Employment Office
SCHEDULE OF WAGE RATES FOR STUDENT EMPLOYEES--EFFECTIVE 9-1-89

JOB TYPE I - Wage Scale $4.60 to $5.75 (Examples Follow)

Clerical Jobs	Service Jobs	Other
Accounting Clerk	Sales Clerk	General Laborer
Secretary/Typist	Cashier	Grounds Worker
Library Clerk	Attendant	Custodian
Data Entry Clerk	Cafeteria Worker	Maintenance Helper

JOB TYPE II - Wage Scale $4.60 to $8.57 (Special Assist., Std Supervisor, Craftsman, Technician, etc.)

NOTE: Students should be assigned to this category only if they are doing exceptionally skilled work of some sort or are given considerable supervisory responsiblity, and then only with approval from the Employment Office. Two years of related experience is the normal minimum requirement.

ACADEMIC-RELATED

This category is provided for students employed to perform work requiring training or experience in the major field of study, such as a Research Assist., Lab Assist., Admin. Aides, Readers and Graders. It is understood that the student will perform work requiring various levels of knowledge and skill, and therefore may be paid any rate from the minimum to the maximum allowed for their education level, based upon the actual work performed.

Juniors	$4.60 to $6.50	Second Year Graduate with work experience $4.60 to $10.80
Senior	$4.60 to $8.57	Master's Degree or Doctoral Candidate with 2 yrs work exp. $4.60 to $11.37
Graduate	$4.60 to $10.70	

BEGINNING CAMPUS RATE: The normal beginning campus rate for students in Type I jobs is $4.60 per hour. If a student has considerable previous experience in doing the type of work he or she is assigned to do on campus, he or she may, upon request by the department chairman and approval of the Employment Office, be classified to start at a rate of 15 cents per each year of previous full-time experience above the normal starting rate.

INCREASE IN RATE: To be eligible for a 20 cent per hour increase in wage rate, one year (12 months) must have elapsed since a student's last increase (or since commencement of employment) during which they must have worked for a total time of eight months or more. Increases are not intended to be automatic and students whose performance is not satisfactory should be retained at the same rate or should be replaced. When a student performs in a truly outstanding manner, the department may contact the Employment Office for consideration of an increase earlier than specified.

Requests for increases in rate or account code changes should be received in the Employment Office by the 10th to be effective on the 1st, or by the 25th to be effective on the 16th of the month.

University of Missouri at Columbia

STUDENT WAGE SCHEDULE
1990-91 SALARY YEAR
EFFECTIVE 09/01/90

LEVELS		RANGES MINIMUM	MAXIMUM
LEVEL I	Work which requires limited degree of training or skills.	$3.80	$5.32
LEVEL II	Work which requires considerable proficiency in a specialized skill or specialized experience.	4.61	6.10
LEVEL III	Work which requires a high degree of skill proficiency or training.	5.12	6.73
GRADUATE OR PROFESSIONAL STUDENT ASSISTANT			
LEVEL IV	Entry level work in professional areas where a bachelor's degree is required.	5.63	7.40
LEVEL V	Advanced level work in professional areas requiring advanced capabilities or experience beyond the baccalaureate degree.	6.23	8.18

PRINCETON UNIVERSITY LIBRARY

Student Classification

Working Positions

Level A

Shelver
Bindery Assistant
Filer
Library Office Assistant
Shelflist Assistant
Photoservices Assistant I
Clerical Assistant
Signage Assistant

Level B

Special Collections Assistant I
Typist
Reserve/Circulation Desk Assistant
Circulation Conversion Project Assistant
Photoservices Assistant II
Geology Map Mounter
Conservation Assistant
BDSS Bibliographic Assistant
Holden Collection Assistant
Reference Information Desk Assistant

Level C

Special Collections Assistant II
ILS Assistant
Secretary
Receipts Assistant
Collection Development Assistant
Catalogue Maintenance Assistant

Level D

Order Division Bibliographic Searcher
Cataloguing Team Assistant
Supervisor

Level E

Student Captains (Circulation & Reserve) overseeing large numbers of students

University of Texas at Austin

JOB DESCRIPTION

9-1-86 (Rev.)
9094
Clerical Assistant

SUMMARY

Function... To provide routine, entry-level clerical support for a department or section.
Scope..... Responsible for the performance of various entry-level clerical duties. May involve extensive public contact and/or physical work related to such clerical tasks.

DUTIES

Typical.... Collects and delivers mail. Wraps packages. Shelves books. Acts as a receptionist. Records information. Issues equipment, books, records, receipts, and/or supplies. Clips publication articles. Types routine forms. Operates office machines and equipment. Files. Performs related duties as required.
Periodic... Runs errands. Assists in training new Clerical Assistants. May move and clean records, books, or equipment.

SUPERVISION

Received... Close supervision during training. Subsequently, receives supervision on specific work assignments.
Given..... None.

EDUCATION

Required... High school graduation.
Preferred.. Some coursework related to the duties of the specific position.

EXPERIENCE

Required... None.
Preferred.. Some experience related to the duties of the specific position.

EQUIPMENT

Required... None.
Preferred.. Knowledge of specialized equipment which may be used in the particular departmen

ACCURACY

Proficiency in all phases of the duties to be performed.

WORKING CONDITIONS

Usual..... Good.
Special.... Some positions may necessitate exposure to weather.

OTHER

This classification is often used for positions which are temporary in nature and/or filled by students.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Director, Office of Personnel Services and Employee Relations.

THE UNIVERSITY OF TEXAS AT AUSTIN
JOB DESCRIPTION

9-1-86
9051
Office Assistant

SUMMARY

Function... To provide basic clerical support, involving some responsibility in the performance of varied office tasks.

Scope..... Responsible for performing a variety of clerical tasks, some independently and some non-routine in nature, and for referring the more complex questions to a supervisor.

DUTIES

Typical.... Acts as a receptionist. Makes telephone calls and/or appointments for supervisor. Answers routine questions. Receives, opens, sorts, and/or distributes mail. Posts and maintains records, files, and ledgers, some of which may be confidential in nature. Operates office machines and equipment. Types routine correspondence, form letters, reports, requisitions, vouchers, and lists and tables. Assists in routine data collection and processing. Receives and records cash payments, signs receipts, and/or makes deposits. Issues equipment, receipts, records, and/or supplies. Assembles and organizes materials. Reviews the accuracy of various documents. Performs related duties as required.

Periodic... Assists in the preparation and proofing of material for forms, reports, surveys, or other publications. Runs errands. May replace senior clerical personnel on vacation, temporary leave, or other absences. Takes and transcribes dictation using shorthand or transcribing equipment. Assists in the orientation and training of new employees.

SUPERVISION

Received... Close supervision during training. Once trained, moderate supervision on routine matters, with periodic review. Detailed instructions on new or complex assignments.

Given..... Occasionally may assign, coordinate, and review the work of other clerical employees.

EDUCATION

Required... High school graduation.

Preferred.. Completion of business courses.

EXPERIENCE

Required... None.

Preferred.. One year or more of related clerical experience.

EQUIPMENT

Preferred.. Knowledge of specialized equipment to be used in the specific position.

ACCURACY

Preferred.. Typing ability at a level determined to be appropriate for the specific position. Accuracy in spelling, grammar and punctuation. Ability to take shorthand or to use dictating equipment.

WORKING CONDITIONS

Usual..... Excellent.

Special.... Standing for long periods while filing.

OTHER

Ability to learn University procedures and practices rapidly.
Ability to receive instructions and to work out minor details of routine assignments with little supervision.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Director, Office of Personnel Services and Employee Relations.

THE UNIVERSITY OF TEXAS AT AUSTIN
JOB DESCRIPTION

File under
JOB DESCRIPTIONS

9-1-86
9050
Senior Office Assistant

SUMMARY

Function... To provide more advanced clerical skills for positions requiring the exercise of independent judgment.

Scope..... Responsible for a portion of a department's clerical operations, and for relievin an administrator of many routine administrative duties. Some work is non-standar requiring the employee to develop the appropriate format and to schedule assignments to be completed.

DUTIES

Typical.... Evaluates incoming mail, reports, requisitions or inquiries, distributing with instructions for action to be taken, as needed. Types letters, reports, forms, and other materials from notes or rough drafts. Composes routine correspondence. Maintains confidential records and files. Posts financial information. Assists in determining work priorities and in coordinating the functions of an office or section. Collects, inputs, and/or retrieves information. Verifies records. Act as the personal secretary to an individual holding a high administrative post. Performs related duties as required.

Periodic... Inventories and requisitions supplies or equipment. Initiates progress reports. Edits and proofreads. Assists with the preparation and typing of annual budgets.

SUPERVISION

Received... Administrative review of overall work, with some specific direction, as required.

Given..... May supervise the work of other clerical employees, including making and reviewin the completion of assignments.

EDUCATION

Required... High school graduation.

Preferred.. Completion of business school, college business courses, and/or coursework related to the duties of the specific position.

EXPERIENCE

Required... One year of clerical experience.

Preferred.. More than one year of clerical experience.

EQUIPMENT

Preferred.. Knowledge of standard office machines as well as of specialized equipment to be used in the specific position.

ACCURACY

Preferred.. Typing ability at a level determined to be appropriate for the specific position. Accuracy in spelling, business math, grammar, and punctuation. Ability to take shorthand or to use dictating equipment.

WORKING CONDITIONS

Usual..... Excellent.

OTHER

Thorough knowledge of current methods and systems of inventory, bookkeeping, filing, requisitioning, and purchasing, preferably at The University of Texas at Austin.

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any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Director, Office of Personnel Services and Employee Relations.

THE UNIVERSITY OF TEXAS AT AUSTIN

JOB DESCRIPTION

6-1-77 (Rev.)
8072
Library Assistant I

SUMMARY

Function....To provide specialized non-professional library skills in a unit of the University libraries or in a departmental library.

Scope.....Responsible for performing non-professional duties requiring operational skills and basic knowledge of library practices and procedures.

DUTIES

Typical.....Assists at reference or information desk where librarian is available for referral of difficult queries. May be in charge of a reference desk at low use periods. Assists in gathering information needed for librarian's preparation for classroom and self-instruction library presentations and in guiding tours. Performs difficult bibliographic verification for ordering, cataloging, and interlibrary loans. Does simple bibliographic descritive cataloging. Catalogs with Library of Congress copy or copy that may require simple adaptation. Does cataloging authority work. Performs more complex serial routines such as establishing and revising official serial records. Does more difficult filing and revision of filing in card catalogs. Inputs into the OCLC data base complex MARC-tagged original cataloging. Verifies daily automated cataloging production. Resolves catalog card conflicts. Responsible for such procedures as circulation and/or reserve function in a branch library or special collection. Working supervisor of routine tasks such as end-processing; distribution and in-process materials; sized storage; and organizing archives and manuscripts.

SUPERVISION

Received....General supervision from a librarian or higher level library assistant. Exercises judgement in applying written manuals and established guidelines to specific problems with special instructions on complex or new procedures.

Given.....May give specific instructions under general direction of librarian or higher level library assistant to classified employees of lower rank.

EDUCATION

Required....Graduation from high school or 60 hours college credit. Foreign language or other specialized skills or abilites where applicable.

EXPERIENCE

Required....With high school graduation - two years' full-time equivalent library experience. With 60 hours college credit - one year of full-time equivalent library experience.

OTHER

Foreign language or other specialized skills or abilities may be substituted for one year's experience where required.

EQUIPMENT

Required....Use of typewriter.

ACCURACY Considerable accuracy in all phases of work. 40 WPM typing speed preferred.

WORKING CONDITIONS

Usual.....Usual library conditions.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Director, Office of Personnel Services and Employee Relations.

THE UNIVERSITY OF TEXAS AT AUSTIN

JOB DESCRIPTION

6-1-77 (Rev.)
8070
Library Assistant II

SUMMARY

Function....To provide para-professional and supervisory skills necessary in the operation of a unit of the University Libraries or in a departmental library.

Scope.....Responsible for performing specialized duties requiring advanced operational skills and general knowledge of library practices and procedures.

DUTIES

Typical.....Performs more independent reference work. Responsible for information service in a branch library without a professional head. Assists librarians with general group library instruction. Solves difficult acquisitions problems. Performs more complicated bibliographic searching and revision for ordering and cataloging. Does complex descriptive cataloging and cataloging utilizing standard printed or on-line cataloging data which may require complex adaptations. Reclassifies, transfers, and adds copies. Analyzes and describes archives and manuscripts. Resolves more complicated catalog card and bibliographic control problems. Supervisor of a small branch library in which the incumbent does not provide specialized subject services such as in-depth reference and collection development, or supervisor of a subunit of a library department or other unit.

SUPERVISION

Received....Limited supervision from a librarian or higher level library assistant who establishes objectives, procedural policy and standards for the area.

Given.....Specific instruction to classified employees of lower rank.

EDUCATION

Required....Graduation from high school or graduation from a four year college or university (or 120 hours college credit). Foreign language or other specialized skills or abilities where applicable.

EXPERIENCE

Required....With high school graduation - four years' full-time equivalent applicable library experience including at least two years' full-time equivalent experience at Library Assistant I level.
Graduation from a four year college or university (or 120 hours college credit) two years' full-time equivalent applicable library experience, including at least one year of full-time equivalent library experience at Library Assistant I level.

OTHER

Foreign language or other specialized skills or abilities may be substituted for one years' experience where required.

EQUIPMENT

Required....Use of typewriter.

ACCURACY

Considerable accuracy in all phases of work. 40 WPM typing speed is preferred.

WORKING CONDITIONS

Usual.....Usual library conditions.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Director, Office of Personnel Services and Employee Relations.

UNIVERSITY OF WASHINGTON LIBRARIES

Personnel Policies and Procedures

Section G. No. 1
October 16, 1989

Library Student Assistant Job Specifications

The attachments reflect the job specifications for Student Assistant positions used by the Libraries. All State and grant supported student positions will be allocated to the Student Assistant level as described by these specifications.

The Head, Personnel and Administrative Services is responsible for the assignment and review of student positions.

Student Assistant II
(Library Clerk)

SUMMARY

Under direct supervision performs routine library tasks. Supervisor or lead is usually available in the unit to consult. Occasionally provides work direction for other students. Positions at this level do not normally require special language skills, technical skills, or library experience.

EXAMPLE OF DUTIES

Shelves and shifts materials; reads shelves.

Searches for missing volumes.

Retrieves library materials.

Charges and discharges library materials.

Cards returned books and revises carded books.

Does simple filing in alphabetical or numerical files.

Assists in processing materials for reserve, serials, etc.

Does repetitive typing tasks, such as cards, forms, notices, labels, etc.

Gives directions and general information on library procedures and policies to users.

Gives simple instructions in use of card catalogs, indexes, etc., either manual or online.

Keeps statistical records.

Receives, unpacks, sorts and delivers mail, gifts and other material.

Does routine data entry.

Does simple bibliographic checking, manually or online.

Processes books for lending, borrowing, photocopying, etc.

Staffs exit stations as needed.

Assists in clearing library of users after closing following established procedures.

Occasionally provides work direction for other Student Assistants.

Student Assistant III
(Library Assistant I)

SUMMARY

Under general supervision performs library tasks requiring some special knowledge or technical skill or extensive on-the-job training. May work independently; may work alone in the unit.

EXAMPLES OF DUTIES

Organizes and describes archival, manuscripts, and ephemeral materials.

Organizes, describes, and abstracts special materials and collections.

Completes complex forms and reports. Uses a PC with word processing for reports, letters, and forms.

Does advanced bibliographic searching.

May serve as cashier desk attendant, or handle money.

May lead, coordinate, train, revise, monitor, and/or assign work to other students as the main part of the job.

Utilizes database management systems, spreadsheets, telecommunications, and/or word processing systems on a microcomputer.

Assists users in interpreting Online catalog, card catalog, location file, Central Serials Record, and/or CD Rom products.

Processes reserve lists independently.

Ability to troubleshoot specialized equipment, e.g., CD Rom, photocopiers, microform readers and printers.

May open and close the unit.

May work alone in the unit.

Performs complex filing, e.g., the card catalog.

Student Assistant IV
(Library Assistant II)

SUMMARY

Under general supervision, performs varied and moderately complex duties involving a substantial degree of responsibility and judgement. May lead or coordinate activities of other student employees. Usually requires previous training, relevant experience, or specialized knowledge.

EXAMPLES OF DUTIES

Compiles, dubs, and edits audiovisual materials and assists in AV productions.

Performs and oversees routing maintenance of library equipment, such as AV equipment and photocopiers.

Uses non-Roman language skills in support of cataloging activities.

Uses bibliographic tools and library files to assist users with quick information inquiries in the absence of regular reference personnel.

Provides information and referrals to users about library policies, services, and procedures.

Leads and trains other student workers in lower classifications in complex duties as a main part of the job, often in the absence of classified staff or Librarians.

Oversees searching and searches complex printed and online bibliographic tools in support of library processing activities.

Inputs complex bibliographic data and/or makes corrections to OCLC or other databases. May tab catalog records for OCLC input.

May perform accounting and other fiscal technician duties.

Student Assistant V
(Bibliographer/Graduate Reference Assistant)

SUMMARY

Under minimal supervision performs varied and complex duties involving a high degree of responsibility and judgement. May supervise or direct activities of other student employees. Usually requires considerable training, equivalent experience, or library education.

EXAMPLE OF DUTIES

Provides reference service as a major part of the job referring difficult inquiries to Librarians.

- Replies to reference questions.
- Provides information and bibliographic assistance.
- May perform ready reference searching.
- Assists in the use of CD-ROMs or other self service workstations.

May supervise or direct other student employees, coordinate scheduling of shifts and work assignments, training other students in duties.

Performs complex bibliographic searching, using a variety of tools to verify citations.

May make corrections to online catalog or other library databases.

Is assistant to or back up for regular Libraries staff in operations of a unit or project.

BENEFITS

Chapter IV: General Student Employment Policies and Procedures

Section A: Affirmative Action Policy

In 1974 the Board of Trustees issued the following statement: Indiana University is committed to the principle of equal occupational opportunities for all persons and to positive action towards the elimination of discrimination of all phases of university life, as set forth in the I.U. affirmative action plan. All I.U. employment policies and procedures shall assure that no discrimination may occur to the detriment of any persons on grounds of race, religion, sex, national origin, handicap, age or any irrelevant factor.

Section B: Nepotism Policy

The nepotism policy states that no person, including full-time, part-time or temporary employee may be employed in or transferred to a position within the scope of immediate supervision or authority of a member of his or her family.

Section C: Voluntary Services Policy

The Fair Labor Standards Act of 1938, as amended, prohibits an employer from accepting voluntary services from any paid employee. Any student employed must be paid for all hours worked, even those in excess of forty hours a week. Any student on Work-Study who works more than forty hours per week must be paid overtime out of departmental funds, not Work-Study funds.

Section D: Student Employment Benefits

In general, students employed on a casual basis, i.e., not permanent employment, do not receive the same benefits as permanent university employees. However, there are exceptions to this policy. The following is more specific information about student employment benefits.

Overtime Pay--Students who work more than 40 hours per week must receive overtime pay. This amount must be paid 100% out of departmental funds. If a student holds more than one job on campus, and he or she exceeds the 40 hour per week limit, then the primary employer (who first hired the student) will be responsible for paying the student overtime wages out of departmental funds.

Workmen's Compensation--Students and their spouses employed on the I.U. Bloomington campus are covered by workmen's compensation through Indiana University. The Insurance, Property and Casualty Office (205 Poplars, telephone # 335-9758) should be contacted immediately in cases of job-related injury or accident.

Vacation Days--Students are not eligible for paid vacation leave unless they have worked 1000 or more hours in any given fiscal year. After the first 1000 hours, students are eligible to receive hourly vacation pay at the rate of one hour for each 12 hours worked. Students ordinarily receive nonpaid vacation leave during the vacation breakperiods as specified in the academic calendar, unless determined otherwise by the students and their employer.

Sick Days--Students are not eligible to accumulate sick leave benefits. Students are paid for only the hours they work. Students may make up the hours they miss due to illness if it is agreeable with the employer and students.

Break Periods--Students are entitled to one 15 minute break for each 4 hours they work. Break times are determined by the employer. Students are to receive normal compensation during their break periods. If a student works less than an 8 hour shift (e.g. 6 hours), then the student is entitled to only one 15-minute break period.

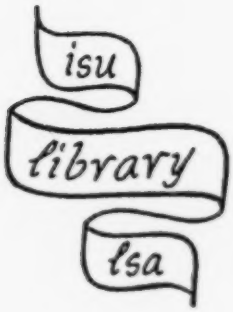
Lunch Periods--Students are entitled to a one hour lunch period for every 8 hour work shift. If a student works less than an 8-hour shift, then the student is not entitled to a lunch break, unless approved by the employer. Students do not receive compensation during lunch periods.

Jury Duty--Students are not entitled to employment compensation if they are called for jury duty. Students are paid for only the hours they work.

Section E: **Job Classification and Pay Schedule**

A job classification and pay schedule has been developed to assist employers in determining salaries for Work-Study and Non-Work Study employees. Work-Study students must receive the same wage rate as that received by others doing the same job. Students must be paid at the prevailing minimum wage rate, which is currently $3.35 per hour. Please refer to Appendix B for more specific information on job classification and pay schedule.

Iowa State University



August, 1990

ISU Library Student Employees,

I want to welcome you to the Parks Library. I would also like to take this opportunity to invite and encourage you to join the Library Staff Association (LSA). For a year's membership fee of only $2.00, you can enjoy the privileges listed below:

1. Monthly social events (we always have food!)
2. Winter smorgasbord and picnic
3. Summer picnic
4. For those of you stuck in Ames during Spring Break, Fort Librarydale is an enjoyable alternate (complete with our infamous volleyball tournament!)
5. The LSA provides the Des Moines Register for staff to use in the staff lounge.
6. Books may be bought at a discount (usually 5% - 20%, although they can take 4 - 10 weeks to arrive and not all books are discounted).
7. The LSA keeps the staff lounge clean for your use during work breaks and maintains the refrigerator and microwave.
8. Three times a year, we have general meetings which you are entitled to attend.

To join, ask your supervisor who your LSA representative is.

Sincerely,

Kathy Highland
President, Library Staff Association

ORIENTATION

STUDENT EMPLOYEE WORKSHOP
Fall Semester 1990

OVERVIEW OF THE ORGANIZATION

Sondra Tucker, Personnel Officer

EMERGENCY PROCEDURES

Karen Garrison, Executive Secretary
to the Dean of Libraries

THE ROLE OF THE STUDENT EMPLOYEE

Sondra Tucker
Larry Harbin, Acting Head of the Reference Department

EFFECTIVE TELEPHONE COMMUNICATIONS

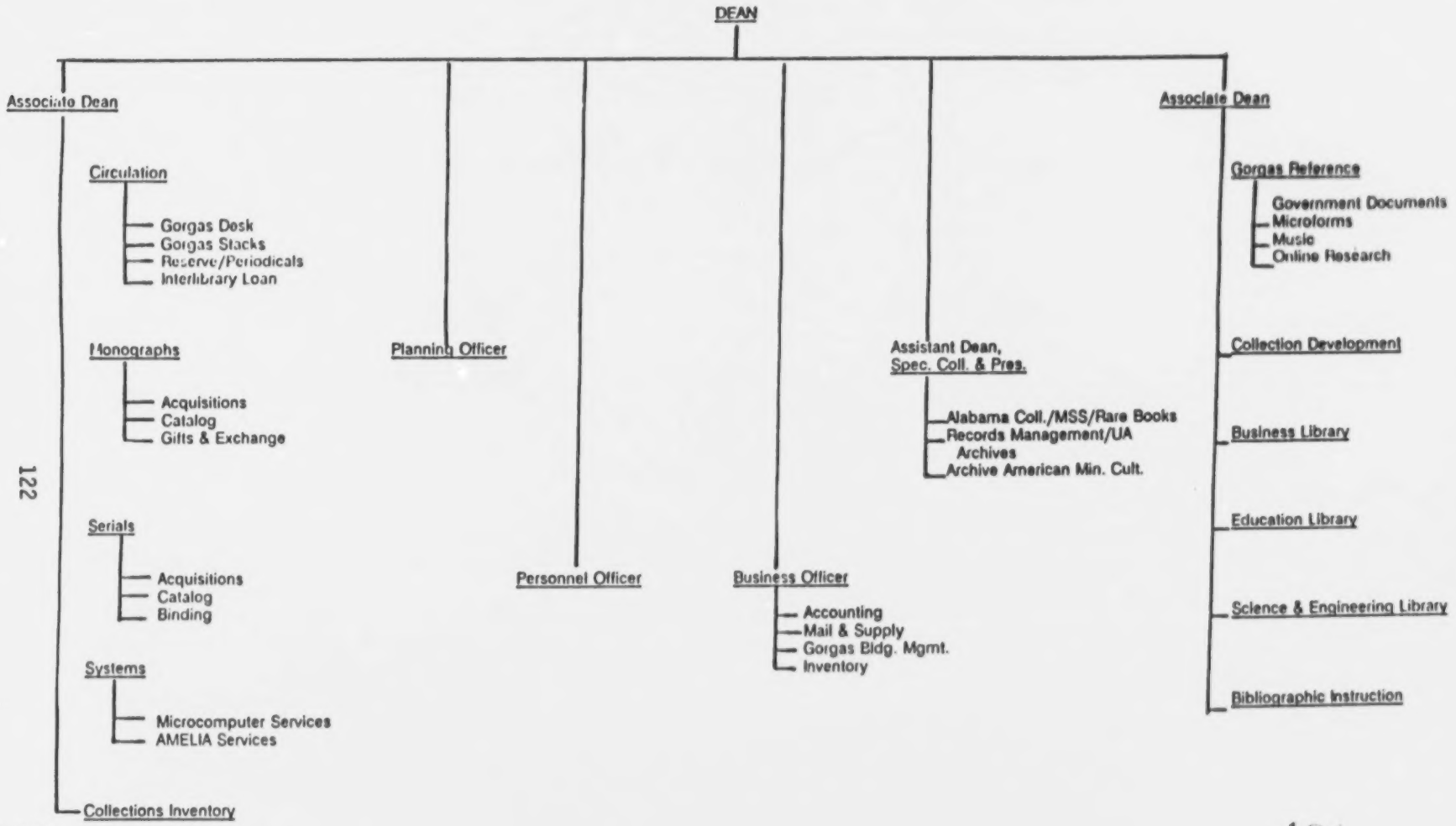
Yvonne Mixon, Administrative Secretary for
Planning and Personnel

DEALING WITH CHALLENGING SITUATIONS

Ann Hamilton, Head of the Circulation Department

CONCLUSION

Sondra Tucker


DEAN
Associate Dean
Circulation
Gorgas Desk
Gorgas Stacks
Reserve/Periodicals
Interlibrary Loan
Monographs
Acquisitions
Catalog
Gifts & Exchange
Serials
Acquisitions
Catalog
Binding
Systems
Microcomputer Services
AMELIA Services
Collections Inventory
Planning Officer
Personnel Officer
Business Officer
Accounting
Mail & Supply
Gorgas Bldg. Mgmt.
Inventory
Assistant Dean,
Spec. Coll. & Pres.
Alabama Coll./MSS/Rare Books
Records Management/UA
Archives
Archive American Min. Cult.
Associate Dean
Gorgas Reference
Government Documents
Microforms
Music
Online Research
Collection Development
Business Library
Education Library
Science & Engineering Library
Bibliographic Instruction

10/89

LIBRARY PERSONNEL
09/07/90

LIBRARY ADMINISTRATION: 7561
Charles B. Osburn, Dean
(Vacant), Assoc. Dean for Coll. & Info. Serv. (5569)
Anne Edwards, Assoc. Dean for Access Serv. (4607)
Kate Ragsdale, Plan. Ofcr. (1484)
Sondra Tucker, Pers. Ofcr. (1483)
Karen Garrison, Exec. Secretary
Yvonne Nixon, Secretary (5033)

BUSINESS OFFICE: 6307
Harriet Deason, Bus. Ofcr. (5540)
Ann Wright, Asst. Bus. Ofc. Mgr.(5543)
Pam Steward, Acct. Clerk
Connie Mobley, Temp. Acct. Clk (8451)
Ann Elmore, Mail & Supply Clk (9790)
Bobbie Sue Eads, Acct.Clerk, (1486)
Eleanor Streit, Temp. Lib. Tech. Asst.

SPECIAL COLLECTIONS & PRESERVATION: 5512
Joyce Lamont, Assistant Dean
Jerry Oldshue, Act. Univ. Arch. (5586)
Joe Moudry, Technical Archivist (1499)
Clark Center, Temp. Ref. Arch. (1500)
Cunetta Rich, Library Asst. (1497)
T. I. Jones, Program Assistant
Tom Land, Rec. Analyst (1501)
(Vac.), Associate Curator

COLLECTIONS & INFORMATION SERVICES:
(Vacant), Associate Dean (5569)

BIBLIOGRAPHIC INSTRUCTION: 9520
Ann Power, Coordinator (2802)
Rheena Elmore, Lib. Train. Spec.

BUSINESS LIBRARY: 6096
Lee Pike, Head (1510)
Karen Chapman, Bus. Ref. Libn. (1515)
Donna Minor, Library Asst. (9753)
Cheryl Ballard, Library Asst.(1512)
Cheryl Sweeton, Library Asst. (6096)
Sara Glover, Library Asst. (7944)
(Vac.), Business Ref. Libn.

COLLECTION DEVELOPMENT AND GRANTS: 5426
John Kelly, Chief Bibliographer (2375)
Pat Henderson, Library Assistant

EDUCATION LIBRARY: 6055
Sharon Stewart, Senior Libn. (1506)
Helga Visscher, PT Ref. Libn. (1507)
Nancy Dupree, Lib. Asst. (1305)
Geneva Nichols, Lib. Asst. (1505)
Janie Young, Library Assistant
Deborah Powell, Lib. Asst. (6346)

SCIENCE AND ENGINEERING LIBRARY: 2100
Jeanne G. Howard, Head SEL (2111)
Linda Ackerson, Asst. SEL Libn. (2110)
Aydan Kalyoncu, Reference Libn. (2108)
Kebede Gessesse, Reference Libn. (2109)
Marcie Irvin, Research Asst. (2107/2839)
Barbara Slapikas, Library Asst.
Annette Tinker, Library Clerk
Latifa Johnson, Library Assistant
Usha Mehta, Library Assistant
(Vac.) Reference Librarian (6571)

REFERENCE DEPARTMENT: 6047,6048
Larry Harbin, Act. Head (6041)
Charlene Shults, Reference Libn.
Betty Bryce, Reference Libn.
Gillian Hendle, Reference Libn. (9695)
Betty Caffee, Library Clerk
(Vac.) Reference Librarian (9695)
(Vac.) Temp. Lib. Clk I

Government Documents: 6046
Sally Reeves, Head, USGD Serv. (1487)
Linda Watson, Asst. Docs. Libn. (6446)
Joyce Mizer, Govt. Docs. Specialist
Lisa Clark, Govt. Docs. Specialist

Microforms: 6049
Deborah Jagoe, Library Assistant

Music: 6031
(Vac.), Ref./Music Libn.

Online Research: 6043
Charlene Shults, Coordinator
Aydan Kalyoncu, Coordinator
Leon O'Neal, PT Clerk-Typist

ACCESS SERVICES:
Anne Edwards, Associate Dean (4607)

CIRCULATION DEPARTMENT
Ann Hamilton, Head (7368)

Main Desk: 9748
Betty Lovelass, Circ. Supvr. (9749)
Barbara Brosier, Circ. Asst. Supervisor
Hugh Terry, Circ. Stack Assistant
Annie Edwards, Library Clerk (9750)
Evelyn Todd, Library Clerk
Elizabeth Shelby, Library Clerk

Reserve/Periodicals: 5008
Ronna Allen, Lib. Asst. (7441)
Mary Surwic, Lib. Clk. (8584)
Felecia Holden, Lib. Clk. (7444)
Janie Long, Library Clerk

Interlibrary Loan: (6345)
Angela Wright, ILL Libr. (6303)
Eloise Griffin, Library Asst. (6305)
Rosetta Royal, Library Asst. (6345)
Cissy Hughes, PT. Library Clerk

COLLECTIONS INVENTORY: 6393
Ed Rhodes, Coll. & Inv. Libn.

CATALOGING: 6045
Marie Bingham, Head (1488)
Mattie Compton, Ser. LT Asst. (1496)
Ruth Dillard, Cat. Maint, Supvr.(6022)
Jackie Elliott, Library Tech. Asst.
Debra Hill, Catalog Librarian
Liz Jones, Library Tech. Asst.
Karen Logan, Library Tech. Asst.
Mary Marchant, Lib. Tech. Asst.
JoAn Marcum, Coord. Stk. Prep & Conservation
Pat McKee, Ser. Lib. Tech. Asst.(1496)
Don Samdahl, Serials Catalog Librarian
Jill Shannon, Catalog Librarian
Cheryl Taranto, Catalog Librarian
Andrea Watson, Catalog Librarian
Jeffrey Trimble, Monographs Catalog Librarian
Brenda Lewis, Library Tech. Asst.
(Vac.) Catalog Librarian

ACQUISITIONS:
Beth Holley, Head (1493)

Acquisitions/Monographs (1492)
Charles Skewis, Acq. Lib. (1491)
Trinh Bethard, Lib. Asst. (2418)
Carolyn Lamb, Lib. Clk. (1492)
Larry Norris, Biblio. Asst.
Diane Freeman, Lib. Asst. (6044)
Pat Ewing, Library Asst.

Acquisitions/Serials (5016)
Barbara Compton, Lib. Asst. (1495)
Shirley Morris, Library Asst. (1494)
Mary Henderson, Lib. Asst. (5016)

SYSTEMS OFFICE: 4608
Scott Muir, Systems Officer (2299)
Gloria Thompson, Crd. Micr. Svc.(8672)
Clara Norton, Coord. of AMELIA Svc. (4606)

Photocopy Center: 1486
Information Desk: 4876

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Princeton

1/86 Library Personnel Office

NEW SUPERVISOR CHECKLIST

FOR SUPERVISORS OF STUDENTS

1. Give supervisor a copy of the Student Employment Book and briefly go through parts of that book. _____
2. Cover the current student pay scale and how it works. Explain career hours and overtime. _____
3. Cover classifications for working positions. _____
4. Cover sitting positions, pay rate and definition. _____
5. Cover work study students and what their aid package means. _____
6. Cover payroll deadline dates and where student checks are to be picked up. _____
7. Cover the process for hiring students. Explain importance of financial aid and policy of freshman being assigned to departments. _____
8. Cover student payroll slips for work study and regular account. _____
9. Cover the computer print-out sheets received every two weeks. _____
10. Cover termination forms. _____

Covered by _____

Date _____

Washington State University

WSU LIBRARIES

TEMPORARY EMPLOYEE ORIENTATION CHECKLIST

EMPLOYEE NAME _____ LIBRARY UNIT _____

Appointment:

___ Copy of Temporary Employment Appointment (TEA) form sent to employee via Supervisor. Review dates of employment and rate of pay.

___ Conditions for Temporary Employment form has been reviewed with employee and signed.

___ Temporary appointments do not carry paid sick leave or vacation leave or participation in the University's insurance or retirement programs.

___ Copy of the policy and procedures used by WSU to meet the federal drug-free workplace regulations has been given to the employee.

Schedule:

___ Work schedule has been given to employee.

___ Procedure to follow if employee cannot report to work has been explained.

___ Use of time clock and procedures for time cards have been reviewed.

___ Library employees generally are expected to work through finals week.

___ Is employee expected to work during holiday/vacation periods?

Pay Check:

___ Direct deposit of paycheck is possible. Obtain form in Library Administrative Office (LAO).

___ Pay days are the 10th and 25th of each month. If check is not received or there are questions, contact a personnel assistant in the Library Administrative Office.

___ Name and/or address changes must be reported to the Central Address Change Office which is at Payroll, French 236. Changes must be made in person.

___ Employee is eligible to join the Washington State Employees Credit Union (flyer sent with the initial TEA).

Job Responsibilities:

___ Job duties have been reviewed.

___ Ground for dismissal.
Supervisors may dismiss employees for just cause. Examples which may result in dismissal are: theft, destruction of property, mistreatment of library patrons or fellow workers, insubordination, incompetence, willful violation of published rules and regulations, or excessive unauthorized absences.

___ Performance evaluation form explained.
A performance evaluation is completed at the end of each school year or when an employee terminates. The evaluation is retained in the employee's permanent personnel file and may be accessed when the Libraries are contacted for job references.

___ Job concerns.
If employee encounters problems, they should be discussed with the supervisor. If employee and supervisor cannot resolve the problems, the Unit Head, and finally the Library Personnel Officer, should be contacted. The University Ombudsman is available to assist the employee grievances, but it is expected that library employees will attempt to resolve concerns within the Libraries' administrative structure first.

Safety:

___ Safety Orientation Checklist completed.

The above information has been discussed by the undersigned:

_____ _____
Employee's signature Date

_____ _____
Supervisor's signature Date

SUPERVISOR: Please give employee a photocopy of this form and submit the original to the Library Administrative Office.

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EVALUATIONS

CASE WESTERN RESERVE UNIVERSITY
EVALUATION SHEET FOR STUDENT ASSISTANTS

Name of Student: Date:

Job:

INSTRUCTIONS:

1. Base your judgment upon the student's performance on the job and not upon isolated incidents.
2. Consider the job requirements on each individual factor.
3. Rate each factor separately. Do not allow judgment on one factor to influence judgment on other factors.
4. Where appropriate, indicate "NA" (not applicable).

Please check appropriate box to describe each factor of the student's performance: exceptional, good, satisfactory, unsatisfactory.

	Exceptional	Good	Satisfactory	Unsatisfactory
1. Knowledge of job	❑	❑	❑	❑
2. Quality of work	❑	❑	❑	❑
3. Productivity	❑	❑	❑	❑
4. Ability to understand and remember instructions	❑	❑	❑	❑
5. Judgment	❑	❑	❑	❑
6. Initiative	❑	❑	❑	❑
7. Attendance and promptness	❑	❑	❑	❑
8. Attitude toward job	❑	❑	❑	❑
9. Attitude toward patrons	❑	❑	❑	❑
10. Notification and reasonableness of schedule changes	❑	❑	❑	❑

Explain all items rated as **Exceptional** or **Unsatisfactory** and any additional comments felt necessary in the space provided below or on reverse side.

Rehire? Yes_____No_____; if not, why?

Supervisor_____

Title_____

3/89

COLORADO STATE UNIVERSITY LIBRARIES

OFFICE MEMORANDUM

TO: Student Employees DATE: April 11, 1990

FROM: Ruth Ludwig Ruth Ludwig
Libraries Student Employment Coordinator

SUBJECT: Merit Increases

Student employees shall be evaluated for merit increases after completing three semesters of work at the Libraries (including summer session).

Students hired prior to the end of the fifth week of the semester shall be considered to have worked a full semester. Those hired during the sixth week or later shall not have that time count as a full semester.

Students new to the Libraries shall be hired at step one of the appropriate grade for a particular classification.

Merit increases shall become effective during the fourth semester.

An evaluation of above average or outstanding shall be rewarded with a one step salary increase.

An average evaluation shall result in no merit increase. A below average evaluation shall result in no merit increase and may result in termination, if recommended by the supervisor.

Student employees shall be evaluated for merit increases on the "Student Employee Evaluation Report," (see copy on reverse). A minimum of 12 scales shall be evaluated and the average computed. The ratings are:

1 - 1.99	Below Average
2 - 2.49	Average - denotes good, or standard, performance
2.5 - 3.49	Above Average
3.5 - 4.0	Outstanding

These guidelines will be implemented beginning with the 1990 summer semester.

If you have questions about your performance or progress, you are encouraged to discuss them with your supervisor at any time.

rl

--over--

COLORADO STATE UNIVERSITY
FORT COLLINS, COLORADO 80523

FINANCIAL AID
STUDENT EMPLOYMENT OFFICE
RM. 133, STUDENT SERVICES BLDG.
PH. 491-5714

STUDENT EMPLOYEE EVALUATION REPORT

Name of Employee _____ Social Security Number ___/___/___ Year in School _____

Employing Department _____ Job Title _____ Period of Employment _____ Pay Rate _____

EVALUATION OF STUDENT EMPLOYEE

4 - OUTSTANDING 3 - ABOVE AVERAGE 2 - AVERAGE 1 - BELOW AVERAGE N.E. - NO EVALUATION

(ALL CHARACTERISTICS MAY NOT APPLY TO EACH STUDENT BECAUSE OF THE GREAT DIVERSITY IN THE OPPORTUNITIES FOR EMPLOYMENT. THEREFORE, IF A CATEGORY CANNOT BE RATED OBJECTIVELY, PLEASE MARK THE "NO EVALUATION" BOX.)

PLEASE CHECK APPROPRIATE BOX

	4	3	2	1	N.E.
QUALITY OF WORK: ABILITY TO DO SATISFACTORY WORK FOLLOWING SPECIFIED PROCEDURES.					
QUANTITY OF WORK: VOLUME OF WORK DONE IN SPECIFIED TIME FOLLOWING SPECIFIED STANDARDS.					
COMPREHENSION: KNOWLEDGE OF JOB — FAMILIARITY WITH PROCEDURES OF JOB.					
RELIABILITY: JOB COMPLETION, ABILITY TO GET THINGS DONE, CONSCIENTIOUSNESS.					
ATTITUDE TOWARD WORK: DEGREE OF ENTHUSIASM AND WILLINGNESS WITH WHICH ONE PERFORMS HIS/HER WORK.					
JUDGEMENT: ABILITY TO MAKE SOUND DECISIONS.					
DEPENDABILITY: PUNCTUALITY AND RELIABILITY IN ATTENDANCE.					
PROFESSIONALISM: CONDUCTS THEMSELF IN A DIGNIFIED, BUSINESSLIKE MANNER.					
COOPERATION: ABILITY TO WORK WITH OTHERS IN HARMONY.					
INITIATIVE: INTEREST IN ASSUMING ADDED RESPONSIBILITIES.					
POTENTIALITIES: ABILITY TO IMPROVE ONE'S SELF WITHIN THE JOB SITUATION.					
LEADERSHIP: QUALITIES OF UNDERSTANDING AND DIRECTING PEOPLE.					
PERSONAL APPEARANCE: OUTWARD IMPRESSIONS MADE BY A PERSON.					
OVERALL EMPLOYEE — CONSIDER ALL ATTRIBUTES					

GENERAL COMMENTS: **A narrative must be provided if a student is evaluated as outstanding or below average overall.**

_____

_____

_____

_____

_____

_____

_____

_____

(Attach additional sheet if needed)

RATING DATE _____ SUPERVISOR'S SIGNATURE _____

REVIEWING DATE _____ EMPLOYEE'S SIGNATURE _____

THE UNIVERSITY OF IOWA LIBRARIES
EVALUATION OF STUDENT ASSISTANTS

NAME _____ STUDENT I.D. NUMBER _____

YEAR IN SCHOOL (SOPH., JR. ETC) STARTING DATE OF EMPLOYMENT CURRENT RATE OF PAY

DEPARTMENT SUPERVISOR TITLE

EVALUATION PERIOD (every 300 hrs): FROM _____ TO: _____ TOTAL HRS WORKED _____
STUDENT'S JOB TITLE & MAJOR RESPONSIBILITIES:

IN COMPARING THIS STUDENT WITH OTHER STUDENTS OF SIMILAR ACADEMIC & MATURITY LEVEL, THIS STUDENT IS GIVEN THESE RATINGS

RELATIONS WITH OTHERS
_____ Exceptionally well accepted
_____ Works well with others
_____ Gets along satisfactorily
_____ Has some difficulty working with others
_____ Works very poorly with others

ATTITUDE—APPLICATION TO WORK
_____ Outstanding in enthusiasm
_____ Very interested & industrious
_____ Average in diligence & interest
_____ Somewhat indifferent
_____ Definitely not interested

NEED FOR SUPERVISION
_____ Almost none
_____ Less than average
_____ Average
_____ Great Deal
_____ Constant

JUDGEMENT
_____ Exceptionally mature
_____ Above average in making decisions
_____ Usually makes the right decision
_____ Often uses poor judgment
_____ Consistently uses bad judgement

DEPENDABILITY
_____ Completely Dependable
_____ Above average in dependability
_____ Usually dependable
_____ Sometimes neglectful or careless
_____ Unreliable

ATTENDANCE
_____ Regular
_____ Irregular

PUNCTUALITY
_____ Regular
_____ Irregular

ABILITY TO LEARN
_____ Learns very quickly
_____ Learns readily
_____ Average in learning
_____ Rather slow to learn
_____ Very slow to learn

QUALITY OF WORK
_____ Excellent
_____ Very Good
_____ Average
_____ Below Average
_____ Very poor

QUANTITY OF WORK
_____ Excellent
_____ Very good
_____ Average
_____ Below average
_____ Very Poor

	Outstanding	Very Good	+ Average	Average	-Average	Marginal	Unsatisfactory
OVER-ALL PERFORMANCE							

EMPLOYER'S COMMENTS:

SUPERVISOR'S SIGNATURE: _____ DATE: _____

* * * * * * * * * * *

The Supervisor should personally review the completed form with the evaluated student. In accordance with the law, the student has access to the information contained in this form.

* * * * * * * * * * *

I ACKNOWLEDGE THAT I HAVE SEEN THE REPORT AND HAVE BEEN APPRAISED OF MY PERFORMANCE & MY RIGHT TO MAKE A STATEMENT. MY SIGNATURE DOES NOT NECESSARILY MEAN THAT I AGREE WITH THIS EVALUATION.
STUDENT'S COMMENTS:

Student's Signature: _____ DATE: _____

ADMINISTRATOR'S REVIEW _____ RAISE APPROVED _____
(if necessary) Signature RAISE DISAPPROVED _____

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Copies Distribution
White—Payroll
Canary—Return to Department
Green—Personnel
Pink—Department

THE UNIVERSITY OF IOWA
TERMINATION REPORT

DATE

Payroll Use Only

1	(A) NAME (Last, First, Middle)		(B) SOC. SEC. NUMBER
2	(A) CLASSIFICATION TITLE		(B) RANK CODE
3	(A) PRIMARILY ☐ STAFF MEMBER ☐ STUDENT	(B) DEPARTMENT	
4	(A) LAST DAY WORKED (Last Day of Service)	(B) DATE OF TERMINATION	(C) TERMINATION CODE

	Account	Line	Expense Class	Salary or Wage
5				
6				
7				
8				
9				
10				
11				
12				
13				

Payroll Use Only	Vacation	Sick Leave	Regular Comp Time	Holiday Comp Time
Beg. Balance				
Prior Mo. Usage				
Monthly Accrual				
Monthly Transfer				
Current Usage				
Current Accrual				
Monthly Transfer				
ENDING BALANCE				

For Voluntary Quit Only: _____
Employee's Signature

Details Regarding Termination _____

Has all University of Iowa property been returned? Yes ☐ No ☐

Performance Rating—Merit System Staff (Including those covered by Bargaining Agreement)

	Exceeds Standards	Meets Standards	Below Standards*
Quantity of work	_____	_____	_____
Quality of work	_____	_____	_____
Attendance	_____	_____	_____

*Staff member must be informed of specific standards which were not met.

I would recommend this person for rehire: Yes ☐ No ☐

Supervisor's Signature _____ Date _____

Signed _____ Date _____
Department Head

Signed _____ Date _____
Dean or other Admin. Officer (Academic only)

Signed _____ Date _____
Other Approval (Academic only)

Signed _____ Date _____
Other Approval (Academic only)

Payroll use only

#2221

Revised 10/1/88
12895/4-90

Instructions for Preparation Of This Form Appear On Reverse Side

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AWARDS AND RECOGNITION

Indiana University Libraries

Dean James G. Neal
and the
Indiana University Libraries'
faculty and staff

invite you
to a reception
in recognition of your
contributions
as a library student employee

Monday, April 23
3:30 - 4:30 p.m.
Third Floor Staff Lounge
Main Library

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April 5, 1989
FOR IMMEDIATE RELEASE

CONTACT: Doris C. Morse
335-1535 (wk)

STUDENT EMPLOYMENT WEEK OFF TO A GOOD START

Washington State University's Third Annual Student Employment Week (April 3-7) is off and running. Some of the activities planned for the week include workshops on resume' skills and interviewing skills. Individual units on campus and office campus employers are being encouraged to do "something special" for their student employees. A number of them will be presenting their outstanding student employee for the 1988-89 academic year with a certificate and the Libraries will be having a spaghetti feed to honor all of their student workers.

Student Employees receiving certificates are: Donna Lemon, Christa Chamberlain, Dennis Haugland, Regina Owens, Phuc G. Tran, Kevin Moll, Anthony Drury, Susan Wyborney, Dennis Eng, Daniel Schwartz, Paul Cole, Josieann Richards, Jacie Peek, Katalin Kovari, Darcy Hardin, Victoria Thoms, Laura Harnish, Dave Matney, Geoffrey Wood, David Hyatt, Kim Valdez, Greg Morrow, Heidi Muhsam, William Peterson, Roberto Sangka, Amy Calvert, John (Jay) Rhodes, Mike Lupien, Esther Ervin, Kim Johnson, Michael McGrath, Danette Skewis, Cynthia Easterday, Jennifer Buhr, John Okemah, Kristine Moser, Diana Marquez, Heath Harris, Julie Stephens, Todd Coon, and Teresa Pierce.

"Student Employment Week is a time to show appreciation to the student employees who help WSU function day to day," says Karen Kruse, Coordinator of the Student Employment Office. Kruse coordinated Student Employment Week in 1988 and has been assisted again this year by the Temporary Employment Advisory Committee.

Another event that will be held in conjunction with the Student Employment Week is the Student Employment Job Fair on April 13. It will be held in the Wilson Compton Union Building Ballroom from 10:00 am to 2:00 pm. The carnival atmosphere will be enhanced with samples of cotton candy and popcorn given to those meandering past the over 30 booths that are being sponsored by community and campus employers.

WASHINGTON STATE UNIVERSITY

Student Employment

Certificate of Appreciation

Presented to

Anthony Dorian Drury

Interlibrary Loans - Holland

as outstanding student employee
for 1988-89

Shirley C Sidler
Supervisor/Manager

Maureen Pastine
Dean/Director

Karen E Kruse
Coordinator of Student Employment

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138A

NOMINATION FOR TOP STUDENT EMPLOYEE

Department: Interlibrary Loans - Holland Library

Dept. Zip: 5610

Student Employee's Official Name:

_____

Student Employee's Social Security Number:

___ - ___ - ____

Person to whom certificate should be sent:

_____

RETURN TO SEO 1012 (FRENCH 126) BY MARCH 15, 1989

Provide a brief summary of why this student is your "Top Student Employee." (Maybe we can get some publicity!)

has the exceptional qualities that we all look for when we hire a student. He is dependable, reports to work on time, calls in when sick, or arranges well in advance for planned absences. When he arrives, he evaluates the day's work load and begins at once. He is a fast learner and extremely accurate. These great work skills come with a co-operative, pleasant personality. dedication to his position is indicated by the many hours he has worked during breaks and inter-sessions when other students were unavailable.

has helped us serve our patrons, both those who call by phone, and those who come into the office. He has a very pleasing, helpful manner. With his knowledge of the office he can answer most questions put to him, but, recognizes when to refer the patron to staff or faculty.

In addition to these outstanding qualities, value to our office has increased because of the length of time he has remained with us. He began in August of 1985. He has worked most breaks and in the summer. During those times, he has had to fill in at all the student jobs. His versatility as a student employee is invaluable. He knows our office procedures, has an understanding of our time-frame demands and works to meet them. He has made suggestions to streamline his procedures. He is very cooperative with his supervisor and co-workers in changing his schedule or routine to help us meet unexpected deadlines or to fill-in when someone is gone. He willingly takes on mundane routines, as well as more challenging ones when asked. His regular routine includes inputting requests into an electronic mail system. He has become accurate, fast, and is very competent in this work.

We feel especially fortunate that has remained with our office rather than seeking another position where he might be paid at a higher rate. His knowledge, dedication and ability make him an outstanding employee. We are proud to submit his name for an award as Top Student Employee in our area.

SELECTED READINGS

SELECTED READINGS

Frank, Donald G. "Management of Student Assistants in a Public Services Setting of an Academic Library." RQ 24 (Fall 1984): 51-57.

Fuller, F. Jay. "Employing Library Student Assistants as Student Supervisors." College & Research Libraries News 51 (October 1990): 855-857.

Fuller, F. Jay. "Student Assistant Program for the Nineties." College & Research Libraries News 48 (December 1987): 688-692.

Guilfoyle, Marvin C. "Computer-Assisted Training for Student Library Assistants." Journal of Academic Librarianship 10 (January 1985): 333-336.

Kathman, Michael D., and Jane McGurn Kathman. Managing Student Workers in College Libraries. Association of College and Research Libraries, College Library Packet Committee. Chicago, IL: American Library Association, 1986. (CLIP Note #7)

Lyons, Evelyn. "Student Workers in the College Library." In Operations Handbook for the Small Academic Library, ed. Gerard B. McCabe, 91-98. NY: Greenwood Press, 1989.

Repp, Joan, and Julia A. Woods. "Student Appraisal Study and Allocation Formula: Priorities & Equitable Funding in a University Setting." Journal of Academic Librarianship 6 (May 1980): 87-90.

Student Assistants in ARL Libraries. Association of Research Libraries, Office of Management Services, Systems and Procedures Exchange Center. Washington, DC: Association of Research Libraries, 1983. (SPEC Kit #91)

White, Emilie C. "Student Assistants in Academic Libraries: from Reluctance to Reliance." Journal of Academic Librarianship 11 (May 1985): 93-97.

Wilder, Stanley. "Library Jobs and Student Retention." College & Research Libraries News 51 (December 1990): 1035-1038.